



**NOTICE OF SPECIAL WORK SESSION AND  
REGULAR MEETING AGENDA  
LANCASTER CITY COUNCIL  
MUNICIPAL CENTER CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS**



**Monday, August 13, 2018 - 7:00 PM**

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**7:00 P.M. SPECIAL WORK SESSION:**

**CALL TO ORDER**

1. Receive a presentation from Lancaster ISD regarding the Tax Ratification Election (TRE).
2. Discuss and consider appointment to the National League of Cities (NLC) Board.

**ADJOURN SPECIAL WORK SESSION**

**7:15 P.M. REGULAR MEETING:**

**CALL TO ORDER**

**INVOCATION:** Ministerial Alliance

**PLEDGE OF ALLEGIANCE:** Councilmember Nina Morris

**RECOGNITION:** Best Yard Award

**CITIZENS' COMMENTS:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes from the City Council Special Meeting held on June 4, 2018 and City Council Regular Meetings held on June 11, 2018 and June 25, 2018.
2. Discuss and consider the City of Lancaster proposed Fiscal Year 2018/2019 employee insurance program.

**ACTION:**

3. Discuss and consider appointments to the Hike and Bike Trails Advisory Committee.

4. M18-12 Consider an appeal of the Planning and Zoning Commission decision regarding exception to the shrubbery requirement from the Landscape Ordinance for three (3) proposed and one (1) existing warehouse properties located at 1101, 1107, 1113 and 1119 Katy Street Lancaster, Dallas County Texas.
5. Discuss the appointment of a Committee to consider an application for a City Facility Name Change Request.
6. Discuss the proposed FY 2018/2019 tax rate of \$0.8675 per \$100 assessed valuation, receive related tax calculation documents, take record vote to consider a tax rate to increase total tax revenues from properties on the tax roll in the previous year and set public hearing dates on the proposed tax rate.

## **ADJOURNMENT**

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EXECUTIVE SESSION: The City Council reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

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ACCESSIBILITY STATEMENT: Meetings of the City Council are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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### **Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on August 9, 2018 @ 7:00 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.**



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**Sorangel O. Arenas**  
**City Secretary**

# LANCASTER CITY COUNCIL

## City Council Special Work Session

1.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Financially Sound Government

**Submitted by:** Rona Stringfellow, Assistant City Manager

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### **Agenda Caption:**

Receive a presentation from Lancaster ISD regarding the Tax Ratification Election (TRE).

### **Background:**

Lancaster ISD is proposing a tax ratification election for Saturday, August 25, 2018. Lancaster ISD will make a presentation regarding the "Swap and Drop."

### **Operational Considerations:**

The Lancaster ISD Board of Trustees, if approved by voters, plans to reduce the Interest and Sinking (I&S) portion of their tax rate from \$0.50 to \$0.36 dropping the overall tax rate to \$1.53. The proposed change would bring the district an estimated additional \$2 million annually while dropping the property owner tax rate.

### **Attachments**

Brochure

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# LANCASTER INDEPENDENT SCHOOL DISTRICT



## Tax Ratification Election What You Need To Know

### TIMES HAVE CHANGED!

In Lancaster ISD, we are a K-12 STEM District that wants **MORE** for our students - **MORE** academic options and experiences, **MORE** safety and security, **MORE** instructional resources and highly-qualified educators.

What if there was a way to bring **MORE** revenue into our schools while lowering your tax rate?

Lancaster ISD is in a unique position right now to do just that through a tax rate Swap & Drop.

The Lancaster ISD Board of Trustees has called a Tax Ratification Election (TRE) asking the community to consider a modification to the current allocation of local property tax revenues to maximize our state funding.

The proposed change would bring the district an estimated additional \$2 million annually while dropping your tax rate.

### How is this possible?

### WHAT IS A TRE?

The state requires school districts to calculate two tax rates - Maintenance and Operations (M&O) and Interest and Sinking (I&S). The state limits the M&O rate to a maximum of \$1.04. If a school board adopts a rate above \$1.04, it must hold a Tax Ratification Election (TRE).

- Currently, the M&O rate is \$1.04 and the I&S rate is \$0.50 making your total tax rate \$1.54.
- This August, Lancaster ISD will ask voters to decide whether the district can swap \$0.13 cents from I&S to M&O.
- Additionally, we will drop the I&S rate by \$0.01 cent bringing your new tax rate to \$1.53. This Swap & Drop yields Lancaster ISD an estimated \$2 million from the state.
- On your ballot, you will see the tax rate listed as \$1.67. However, the Lancaster ISD Board of Trustees passed a resolution reducing the I&S rate from \$0.50 to \$0.36 dropping your overall tax rate to \$1.53 pending voter approval.

~~\$1.67~~ **\$1.53**  
BALLOT

**CURRENT TAX RATE**  
I&S \$0.50  
M&O \$1.04



**PROPOSED TAX RATE**  
I&S \$0.37 - \$0.01  
M&O \$1.17

**TOTAL \$1.54**

**TOTAL \$1.53**



Lancaster Independent  
School District  
422 S. Centre St.  
Lancaster TX 75146

NON PROFIT ORG  
US POSTAGE  
PAID  
PERMIT #1437  
76011

S4 P

## WHAT WILL LANCASTER ISD DO WITH THE ADDITIONAL \$2 MILLION?



Continue  
to Upgrade  
Technology



Continue  
to Make  
Security  
Improvements



Retain  
& Hire Highly  
Qualified  
Staff



Provide  
Student  
Transportation



Fund &  
Improve  
Student  
Programs

This swap and drop will save taxpayers money while generating an estimated \$2 million in additional revenue annually which the district will use to continue to adequately fund student programs, including K-12 STEM initiatives, increase school safety and security, provide student transportation, retain and attract high-quality staff by providing competitive salaries, and continue to upgrade technology.



## ELECTION DAY

The election is Saturday, August 25 at the Veteran's Memorial Library. Early voting begins August 8 at Lancaster High School and concludes August 21. In addition, mobile voting sites will be available so visit [www.LancasterISD.org](http://www.LancasterISD.org) for locations and times.

Visit [www.LancasterISD.org/TRE/](http://www.LancasterISD.org/TRE/) for additional information.

## LANCASTER CITY COUNCIL

### City Council Special Work Session

2.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Financially Sound Government  
Professional & Committed City Workforce

**Submitted by:** Opal Mauldin-Jones, City Manager

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#### **Agenda Caption:**

Discuss and consider appointment to the National League of Cities (NLC) Board.

#### **Background:**

As prescribed in the City Council rules and procedures as amended August 2017, Section D. City Council Agenda Process, Subsection 1.b., Councilmember Nina Morris requested that an item be included on City Council Special Work Session for the purpose of discussing the National League of Cities (NLC) Board appointment process.

Any NLC Board candidate must seek the endorsement of the Texas Municipal League (TML) Board of Directors. To be considered by the TML Board, the candidate must have the endorsement of his/her City Council and must be the sole endorsed applicant from the City. Application must be submitted to NLC beginning August 13, 2018. Written endorsement from the City must be submitted to the TML Board no later than September 18, 2018.

#### **Attachments**

TML/NLC Board and Committee Endorsement Process

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If you are interested in applying to serve on the 2019 National League of Cities (NLC) Board or a Federal Advocacy Committee, you must seek the endorsement of TML as well as apply directly to NLC. Below are the various deadlines and submittal requirements. For full information on TML's endorsement process, please refer to the [TML policy](#). If you have any questions, please contact Rachael Pitts at 512-231-7472 or [rpitts@tml.org](mailto:rpitts@tml.org).

### **NLC Board**

NLC Board candidates must seek the endorsement of the TML Board. To be considered by the TML Board, the candidate must have the endorsement of his/her city council and must be the sole endorsed applicant from his/her city. To review all endorsement requirements, please refer to the [TML policy](#).

Written requests for endorsement should be sent to the TML Executive Director Bennett Sandlin by email ([bennett@tml.org](mailto:bennett@tml.org)) or mail (1821 Rutherford Lane, Suite 400; Austin, TX 78754) no later than September 18, 2018.

NLC Board candidates must also [apply directly to NLC](#) beginning on August 13.

### **Leadership Position on an NLC Federal Advocacy Committee**

If you are interested in seeking a leadership role (not a general member position) on an NLC Federal Advocacy Committee, you must seek the endorsement of the TML Board. To be considered by the TML Board, the candidate must have the endorsement of his/her city council and must be the sole endorsed applicant from his/her city. To review all endorsement requirements, please refer to the [TML policy](#).

Written requests for endorsement should be sent to the TML Executive Director Bennett Sandlin by email ([bennett@tml.org](mailto:bennett@tml.org)) or mail (1821 Rutherford Lane, Suite 400; Austin, TX 78754) no later than September 18, 2018.

Candidates for leadership positions on an NLC Federal Advocacy Committee must also [apply directly to NLC](#) beginning on August 13.

### **Membership Position on an NLC Federal Advocacy Committee**

If you are interested in serving as a general member (not in a leadership role) on an NLC Federal Advocacy Committee, you must seek the endorsement of the TML Executive Director. Written requests for endorsement should be sent to the TML Executive Director Bennett Sandlin by email ([bennett@tml.org](mailto:bennett@tml.org)) or mail (1821 Rutherford Lane, Suite 400; Austin, TX 78754) no later than November 23, 2018.

Candidates for membership positions on an NLC Federal Advocacy Committee must also [apply directly to NLC](#) beginning on August 13.

# LANCASTER CITY COUNCIL

## City Council Regular Meeting

1.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Professional & Committed City Workforce

**Submitted by:** Sorangel O. Arenas, City Secretary

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### **Agenda Caption:**

Consider approval of minutes from the City Council Special Meeting held on June 4, 2018 and City Council Regular Meetings held on June 11, 2018 and June 25, 2018.

### **Background:**

Attached for your review and consideration are minutes from the City Council Meetings held on:

- June 4, 2018;
- June 11, 2018; and
- June 25, 2018.

### **Attachments**

June 4, 2018 Minutes

June 11, 2018 Minutes

June 25, 2018 Minutes

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## MINUTES

### LANCASTER CITY COUNCIL REGULAR MEETING OF JUNE 4, 2018

The City Council of the City of Lancaster, Texas, met in a called Special Session in the Council Chambers of City Hall on June 4, 2018 at 7:00 p.m. with a quorum present to-wit:

**Councilmembers Present:**

Mayor Marcus E. Knight  
Mayor Pro Tem Carol Strain-Burk  
Stanley Jaglowski  
Derrick D. Robinson  
Clyde C. Hairston  
Deputy Mayor Pro Tem Nina Morris

**Councilmembers Absent:**

Marco Mejia

**City Staff Present:**

Opal Mauldin-Jones, City Manager  
Rona Stringfellow, Assistant City Manager  
Baron Sauls, Finance Director  
Dale Jackson, Building Official/ Interim Development Director  
Dori Lee, Director of Human Resources  
Shane Shepard, Director of Economic Development  
Delajer Walker, Interim E.C. Superintendent  
Beau Jackson, Battalion Chief  
Bruce Taylor, Human Resources Generalist  
David T. Ritter, City Attorney  
Sorangel O. Arenas, City Secretary

**Call to Order:**

Mayor Knight called the meeting to order at 7:00 p.m. on June 4, 2018.

1. **The City Council will convene into closed executive session pursuant to Section 551.087, Texas Gov't Code, to deliberate the offer of financial or other incentives to Project NAPRO, a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.**

The City Council recessed for Executive Session at 8:12 p.m.

2. **Reconvene into open session.**

The City Council reconvened into open session at 8:15 p.m.

3. **Receive a presentation from LINDT & SPRUNGLI (NORTH AMERICA) INC. (or its subsidiary or affiliate business entities).**

City Manager Mauldin-Jones disclosed that a presentation will be conducted by Richard Mueller, Philip Vollenweider, and Jess Andrews.

Richard Mueller briefly shared the history of the Lindt & Sprüngli Group and stated that their organization is recognized for premium chocolate for almost 175 years, offering a large selection of products in more than 120 countries around the world. There are twelve (12) production sites globally in which six (6) are in the United States. With over 14,000 employees, the Lindt & Sprüngli Group reported sales worth CHF 4.1 billion in 2017. The production site discussed in the City of Lancaster will be the largest site in history. The Green Field Factory will be the manufacturing and training headquarters in the United States.

Councilmember Jaglowski inquired the headquarters location. Mr. Mueller shared that Switzerland is the main headquarters for the Lindt & Sprüngli Group. Mr. Mueller stated there are three (3) brand portfolios in the United States which are Lindt in Stratham, New Hampshire; Ghirardelli Chocolate Company in San Francisco, California; and Russell Stover in Kansas City, Kansas.

Philip Vollenweider emphasized that the proposed manufacturing site will be the largest site and the company is considering Lancaster as an option. The project will be conducted in three (3) phases and by year 2028 the estimated production will be at approximately 200 million pounds of chocolate. Mr. Vollenweider communicated that the end of the project is fast-approaching and expressed his excitement of the opportunity.

Richard Mueller informed the governing body that on Tuesday, June 19, 2018, The Green Field Factory Project will be presented to the Board of Directors, who administers management, strategy, and supervisory duties at the highest level.

Mr. Mueller expressed his concerns pertaining to property taxes in Dallas County. He does not believe the original proposal previously discussed will not work for the project. However, he respectfully requested consideration to the letter of intent that reflects their new proposal.

Councilmember Jaglowski inquired from Philip Vollenweider the expectations for expansion during Phase I of the project. Mr. Vollenweider indicated that their plan reflects their expected growth rate by volume driven. Richard Mueller shared that Phase I is estimated at \$270 million, Phase II at \$160 million, and Phase III at \$240 million.

Mayor Knight stated that the estimated numbers shared is based on increase space of the building and additional equipment.

Mr. Mueller communicated that the timeframe on Phase II depends on the development of growth on Phase I.

Mayor Pro Tem Strain-Burk inquired the hours of operation and if production will be internal or external of the building. Mr. Vollenweider indicated that the opening stages of operation will be one, eight hour shift. However, the goal is to have three shifts operating 24 hours a day, 5 days a week in approximately six to nine months of the opening day. All chocolate manufacturing operations are conducted internally since the company is a food manufacturing site. However, there will be transportation of trucks to and from the facility.

Councilmember Jaglowski inquired information pertaining to percentage of growth to productivity. Mayor Knight shared that if the company's productivity increases in percentage then that accelerates when the company will move into the next phase. Mr. Mueller indicated that Phase II and Phase III is determined how well the company does in the market.

Councilmember Jaglowski indicated the size of the building located in Stratham, New Hampshire. Philip Vollenweider was unsure of the size but indicated that the building exists and has the ability to expand the facility. Mr. Mueller communicated that the facility is operational for up to four years at six percent growth that is owned by Lindt & Sprüngli Group.

The City Council recessed for Executive Session and reconvened into open session at 9:00 p.m.

#### **4. Consider and take appropriate action(s), if any, resulting from closed/executive session.**

No action taken.

Mayor Knight expressed his appreciate to Richard Mueller, Philip Vollenweider, and Jess Andrews for taking their time to disclose their perspective on the project. The project has the capability in being very transformational project, not only Lancaster, but the entire Region. Mayor Knight stated that since a member of the governing body is not present, he suggested staff to visit with the representatives of the Lindt &

Sprüngli Group to better understand the scope of the project. He shared that action will be taken no later than Monday, June 11, 2018 Regular Meeting.

Richard Mueller thanked the governing body for considering their proposal. However, he stated that in order for the Board of Directors to consider Lancaster in the race, action is needed on the proposed letter of intent and may be done on the upcoming Monday meeting.

Mayor Knight shared his appreciation to the governing body for their time and comments.

**MOTION:** Mayor Pro Tem Strain-Burk made a motion, seconded by Councilmember Hairston, to adjourn. The vote was cast 6 for, 0 against [Mejia absent].

The meeting was adjourned at 9:04 p.m.

**ATTEST:**

**APPROVED:**

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Sorangel O. Arenas, City Secretary

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Clyde C. Hairston, Mayor

## **MINUTES**

### **LANCASTER CITY COUNCIL REGULAR MEETING OF JUNE 11, 2018**

**The City Council of the City of Lancaster, Texas, met in a called Regular Session in the Council Chambers of City Hall on June 11, 2018 at 7:00 p.m. with a quorum present to-wit:**

#### **Councilmembers Present:**

Mayor Marcus E. Knight  
Mayor Pro Tem Carol Strain-Burk  
Stanley Jaglowski  
Marco Mejia  
Spencer W. Hervey, Jr.  
Derrick D. Robinson  
Clyde C. Hairston  
Deputy Mayor Pro Tem Nina Morris

#### **City Staff Present:**

Opal Mauldin-Jones, City Manager  
Fabrice Kabona, Assistant to the City Manager  
Baron Sauls, Finance Director  
Dale Jackson, Chief Building Official  
Kenneth Johnson, Fire Chief  
Dori Lee, Director of Human Resources  
Shane Shepard, Director of Economic Development  
Imelda Speck, ICMA Fellow  
Jermaine Sapp, Director of Equipment Services and Facilities  
Alton Dixon, Purchasing Agent  
Delajer Walker, Interim E.C. Superintendent  
David T. Ritter, City Attorney  
Sorangel O. Arenas, City Secretary

#### **Call to Order:**

Mayor Knight called the meeting to order at 7:00 p.m. on June 11, 2018.

#### **Invocation:**

Pastor Earl Potts gave the invocation.

#### **Pledge of Allegiance:**

Councilmember Robinson led the pledge of allegiance.

#### **Citizens' Comments:**

Michael Powell, 1104 Marisa Lane, DeSoto, Texas, shared some information on Highways & Hedges, a community outreach support system.

Ellen Clark, 954 Nokomes, spoke in favor of Project NAPRO (Lindt & Sprungli (North America) Inc.).

#### **Consent Agenda:**

City Secretary Arenas read the consent agenda.

- 1. Consider a resolution authorizing Dallas County to resell 2514 Sherwood Avenue, 2208 Arcady Lane, 4328 Percy Street, 3620 Cumberland Street, and 4315 Highland Street, tax foreclosed properties, by public or private sell, to the highest qualified purchaser, as provided by Section 34.05 of the Texas Property Tax Code.**

**MOTION:** Deputy Mayor Pro Tem Morris made a motion, seconded by Mayor Pro Tem Strain-Burk to approve consent item 1. The vote was cast 7 for, 0 against.

**2. Discuss and consider an ordinance granting a franchise for the collection and removal of industrial solid waste and recyclable materials to Evergreen Companies.**

Mayor Knight shared that item 2 first reading took place at the City Council Regular Meeting held on Monday, May 14, 2018. The item requires two (2) full readings of the City Council, this will count as the second reading of this franchise.

**MOTION:** Deputy Mayor Pro Tem Morris made a motion, seconded by Mayor Pro Tem Strain-Burk to approve item 2. The vote was cast 7 for, 0 against.

**3. M18-09 Consider an Ordinance abandoning a portion of N. Longhorn Drive rights-of-way, a City of Lancaster Rights-of-Way located at the intersection of N. Longhorn Drive and West Drive; providing for the furnishing of a certified copy of this Ordinance for recording the real property records of Dallas County, Texas as a deed; and providing an effective date.**

City Manager Mauldin-Jones spoke on item 3 and shared that on May 14, 2018 City's amendment to the City of Lancaster Comprehensive Land Use Plan's Master Thoroughfare Plan rendered the 0.98 acre right-of-way needless. Item 3 is a companion item to abandon the noted rights-of-way that was dedicated back in 2004 as the City no longer requires the rights-of-way. Referring to the attachment exhibits, showing the proposed rights-of-way abandonment, West Drive rights-of-way and the proposed West Drive expansion by Oakmont 20/35 owners. Furthermore, the rights-of-way abandonment request will not affect West Drive expansion.

**MOTION:** Deputy Mayor Pro Tem Morris made a motion, seconded by Mayor Pro Tem Strain-Burk to approve item 3. The vote was cast 7 for, 0 against.

**4. Discuss and consider a resolution accepting the dedication deeds for Rights-of-Way (ROW) from WHL Dallas 45, LLC.**

City Manager Mauldin-Jones spoke on item 3 and shared that on March 26, 2018 City Council Regular Meeting, the City Council approved a boundary agreement with the City of Wilmer. The agenda item referenced the need to accept rights-of-way dedication for Sunrise Road as a future City Council agenda item. Dallas County is progressing with the design of Sunrise Road. The proposed design currently calls for Sunrise Road to be widened, additional rights-of-way will be required. WHL Dallas 45, LLC owns the property that is west of the current rights-of-way for Sunrise Road and has prepared the attached documentation to deed the necessary rights-of-way to the City of Lancaster to allow for the widening of Sunrise Road.

**MOTION:** Councilmember Hairston made a motion, seconded by Deputy Mayor Pro Tem Morris to approve item 4. The vote was cast 7 for, 0 against.

**5. The City Council will convene into closed executive session pursuant to Section 551.087, Texas Gov't Code, to deliberate the offer of financial or other incentives to Project NAPRO, a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.**

**6. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.**

The City Council recessed for Executive Session at 7:11 p.m. and reconvened into open session at 8:54 p.m.

**MOTION:** Mayor Pro Tem Strain-Burk made a motion, seconded by Councilmember Hairston to amend the City's original, May 30, 2017 offer, to reflect the new investment values negotiated by the Project NAPRO entity; and to increase the BPP and real property tax rebate incentives to ninety (90) percent for up to ten (10) years; to ratify the incentives recommended by the Lancaster Economic Development Corporation, and to direct staff to prepare an offer letter in accordance with this motion to be sent to the Project NAPRO entity

within 48 hours, such offer to expire if not accepted in writing by the City's close of business on July 13, 2018. The vote was cast 6 for, 1 against [Morris].

**MOTION:** Councilmember Hairston made a motion, seconded by Deputy Mayor Pro Tem Morris, to adjourn. The vote was cast 7 for, 0 against.

The meeting was adjourned at 8:56 p.m.

**ATTEST:**

**APPROVED:**

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Sorangel O. Arenas, City Secretary

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Clyde C. Hairston, Mayor

## **MINUTES**

### **LANCASTER CITY COUNCIL REGULAR MEETING OF JUNE 25, 2018**

**The City Council of the City of Lancaster, Texas, met in a called Regular Session in the Council Chambers of City Hall on June 25, 2018 at 7:00 p.m. with a quorum present to-wit:**

#### **Councilmembers Present:**

Mayor Marcus E. Knight  
Mayor Pro Tem Carol Strain-Burk  
Stanley Jaglowski  
Marco Mejia  
Derrick D. Robinson  
Clyde C. Hairston  
Racheal Hill, seated following oath of office  
Deputy Mayor Pro Tem Nina Morris

#### **City Staff Present:**

Opal Mauldin-Jones, City Manager  
Rona Stringfellow, Assistant City Manager  
Fabrice Kabona, Assistant to the City Manager  
Cheryl Womble, Administrative & Community Relations Supervisor  
Jasmine Carr, Community Programs Coordinator  
Elizabeth Frazer, Executive Assistant to the City Manager  
Deborah Bunton, Administrative Secretary  
Baron Sauls, Finance Director  
Dale Jackson, Chief Building Official  
Kenneth Johnson, Fire Chief  
Brad Boulton, Assistant Police Chief  
Dori Lee, Director of Human Resources  
Bruce Taylor, Human Resources Generalist  
Shane Shepard, Director of Economic Development  
Bester Munyaradzi, Senior Planner  
Jermaine Sapp, Director of Equipment Services and Facilities  
Andy Waits, Interim Assistant Public Works Director  
Alton Dixon, Purchasing Agent  
Delajer Walker, Interim E.C. Superintendent  
Ashley White, Associate City Attorney  
Josie Guzman, Administrative Secretary  
Mayra A. Ortiz, Deputy City Secretary  
Sorangel O. Arenas, City Secretary

#### **Call to Order:**

Mayor Knight called the meeting to order at 7:00 p.m. on June 25, 2018.

#### **Invocation:**

Pastor Richardson gave the invocation.

#### **Pledge of Allegiance:**

Mayor Elect Hairston led the pledge of allegiance.

- 1. Consider a resolution canvassing the returns and declaring the results of the Runoff Election for the office of Mayor and Councilmember District 5 of the City Council held on June 16, 2018.**

**Considere una resolución que solicite los resultados y declare los resultados de la Segunda Elección para el Alcalde y el Concejal del Distrito 5 del Concejo Municipal que se llevó a cabo el 16 de junio de 2018.**



City Secretary Arenas read Resolution 2018-06-53 canvassing the returns and declaring the results of the Runoff Election for Mayor and Councilmember District 5 of the City Council held on June 16, 2018 as follows:

**NOW, THEREFORE**, be it resolved by the City Council of the City of Lancaster, Texas, after examining said returns and opening and canvassing the votes of said election, that the results of said election are as follows:

That the following number of votes was cast for the following named candidates for the office of Mayor, to-wit:

	<b>EARLY VOTING</b>	<b>BY MAIL</b>	<b>ELECTION DAY</b>	<b>PROVISIONAL VOTING</b>	<b>TOTAL VOTES</b>	<b>PERCENTAGE</b>
Spencer Hervey	283	32	133	0	448	40.73 %
Clyde C. Hairston	462	38	152	0	652	59.27 %

It appearing that Clyde C. Hairston received a majority of all votes cast for the office of Mayor, Clyde C. Hairston is hereby declared to be elected to the office of Mayor, to serve a term ending May 2021.

That the following number of votes was cast for the following named candidates for the office of Councilmember, District 5, to-wit:

	<b>EARLY VOTING</b>	<b>BY MAIL</b>	<b>ELECTION DAY</b>	<b>PROVISIONAL VOTING</b>	<b>TOTAL VOTES</b>	<b>PERCENTAGE</b>
Racheal Hill	144	2	45	0	191	59.50 %
LaShonjia Harris	107	5	18	0	130	40.50 %

It appearing that Racheal Hill received a majority of all votes cast for the office of Councilmember, District 5, Racheal Hill is hereby is hereby declared to be elected to the office of Councilmember, District 5, to serve an unexpired term ending May 2019.

**IT IS FURTHER ORDERED** that this canvass and declaration of results of said election be entered in the Minutes of the City Council.

**MOTION:** Mayor Pro Tem Strain-Burk made a motion, seconded by Councilmember Mejia to approve item 1. The vote was cast 7 for, 0 against.

## **2. Administer oaths of office and present Certificates of Election.**

Dallas County Judge, Lisa Green, administered the Oath of Office for Racheal Hill. Certificate of Election was presented.

Councilmember Hill thanked her family and her constituents in District 5 and expressed her excitement to work along with City Council and staff.

City Secretary Arenas administered the Oath of Office for Clyde C. Hairston. Certificate of Election was presented.

Mayor Elect Hairston thanked God and expressed his gratitude to his wife, his family, and, especially, his supporters. He emphasized that in order to continue to move the City forward it will take everyone's help. He communicated that he is promoting "we" instead of "me." Mayor Elect Hairston shared that it is a privilege to serve on the City Council and expressed gratitude toward his colleagues and staff.

On behalf of City Council and the citizens of the community, Mayor Knight presented Mayor Elect Hairston a plaque of recognition to commemorate his service as a Councilmember for District 5 from May 2016 through June 2018 and service as Mayor Pro Tem from May 2017 through February 2018.

On behalf of City Council and the citizens of the community, Mayor Elect Hairston presented Mayor Knight a plaque of recognition to commemorate his service as Mayor from May 2008 through June 2018.

Mayor Knight expressed his appreciation and honored to be given the opportunity to serve the City of Lancaster. Mayor Knight congratulated Mayor Elect Hairston.

Newly elected and re-elected members were seated: Mayor Clyde C. Hairston and Councilmember Racheal Hill, District 5.

The City Council recessed at 7:17 p.m. and reconvened into open session at 7:30 p.m.

**Consent Agenda:**

City Secretary Arenas read the consent agenda.

3. **Consider approval of minutes from the City Council Regular Meetings held on March 26, 2018, April 23, 2018, and May 14, 2018 and City Council Special Meeting held on May 7, 2018.**
4. **Consider a resolution authorizing submission of applications to Dallas County for funding under the Fiscal Year 2018 United States Department of Housing and Urban Development Block Grant (CDBG) Program for reconstruction of existing roadways.**

**MOTION:** Councilmember Mejia made a motion, seconded by Deputy Mayor Pro Tem Morris to approve consent items 3 and 4. The vote was cast 7 for, 0 against.

5. **Discuss and consider an ordinance amending Ordinance No. 2006-04-13 (The Lancaster Development Code), Article 14.400 (Permissible Uses), Section 14.402 (e) (Use Standards) and the Land Use Table to add (+) Permitted With Conditions and the Conditions to certain event centers where alcohol is available or served.**

City Manager Mauldin-Jones spoke on item 5 and shared that on the February 19, 2018 Work Session and June 18, 2018 Work Session, the City Council discussed the need to require police officer presence being required at event centers where alcohol is available or served as well as crowd size over a certain limit. The City Council requested staff to bring forward an ordinance on police presence and crowd limit at events centers where alcohol is available or served. Item 5 is the request of Councilmember Mejia and staff has prepared the attached ordinance amending the Land Use Table by adding permitted with conditions to events centers such as Banquet Facility and Dance Hall. Banquet Facility and Dance Hall or event centers on the current land use table where alcohol is available and/or served. The ordinance also stipulates the following conditions that such event centers are required to meet conditions such as security; loitering and outside activities; noise mitigation; litter and debris; and parties and activities involving minors. The attached ordinance has been reviewed and approved as to form by the City Attorney for consideration. Staff recommends approval of the ordinance, as presented.

Councilmember Mejia shared that within the City there are uses of Banquet Facilities where alcohol may be available and/or served. There were no requirements for police presence at non-city owned events centers and facilities where alcohol is available or served with no size limit anywhere else in the City. He shared that the proposed ordinance will require security presence and crowd limit at events centers to ensure the participants and community are secure and safe. He requested approval of item 5 to ensure all citizens are safe and to continue to make the City of Lancaster better.

**MOTION:** Mayor Pro Tem Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Morris to approve item 5. The vote was cast 7 for, 0 against.

- 6. M18-05 Consider an ordinance vacating, abandoning, and closing a portion of a City of Lancaster sanitary sewer easement, as described in Exhibit "A", attached hereto and incorporated herein, providing for the furnishing of a certified copy of this ordinance for recording in the property records of Dallas County, Texas as a deed; and providing an effective date.**

City Manager Mauldin-Jones spoke on item 6 is a request for the abandonment of a twenty square foot (20) sanitary sewer easement that served Lot 1, Block A of the Global BTS subdivision. The reason for the abandonment is due to the proposed warehouse building planned for the property. The sanitary sewer will be re-routed around the proposed building and a new easement will be dedicated for the new sanitary sewer. The Water and Wastewater Superintendent has verified the proposed location on the plat as acceptable. The ordinance has been reviewed and approved as to form by the City Attorney. Staff recommends approval of this request, as presented.

**MOTION:** Mayor Pro Tem Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Morris to approve item 6. The vote was cast 7 for, 0 against.

- 7. M18-10 Consider a resolution accepting a waterline easement from CH Realty VII/I Dallas Houston School Rd GP, L.L.C., Grantor, to the City of Lancaster for the the replacement, repair, upgrade and removal of a waterline and all necessary or desirable structures, facilities and appurtenances necessary to provide a secondary and separate connection to the City water system; establishing conditions, providing for the furnishing of a certified copy of this resolution for recording in the property records of Dallas County, Texas as a deed; and providing an effective date.**

City Manager Mauldin-Jones shared that item 7 is a request for a waterline easement to serve Lot 1 and 2, Block A of the HSR Industrial Park Addition. The property to be served by this line consists of approximately 68.1 acres of land and is located on the northwest corner of W. Wintergreen Road and Houston School Road. The City Engineer and Water and Wastewater Division has reviewed the attached legal description and verified the proposed location on the civil engineering plans as acceptable. Having identified the location of these facilities, an easement must be granted by the property owner which must be considered and approved by City Council. The ordinance has been reviewed and approved as to form by the City Attorney. Staff recommends approval of this request, as presented.

**MOTION:** Mayor Pro Tem Strain-Burk made a motion, seconded by Deputy Mayor Pro Tem Morris to approve item 7. The vote was cast 7 for, 0 against.

- 8. Discuss and consider an ordinance changing the physical address of the City's Public Safety Building from 1650 North Dallas Avenue, Lancaster, Texas 75134 to 100 Craig Shaw Memorial Parkway, Lancaster, Texas 75134.**

City Manager Mauldin-Jones shared that item 8 is presented for consideration by the request of Deputy Mayor Pro Tem Morris. At the June 18, 2018 Work Session, City Council discussed the request to change the physical address of the Public Safety Building to an address reflective of Craig Shaw Memorial Parkway which is the east/west roadway at the main entrance to the facility. City Council requested that an item be placed on the next Regular Meeting agenda for consideration. This item is for City Council to consider changing the physical address of the Public Safety Building to 100 Craig Shaw Memorial Parkway. Staff Recommends approval of the Ordinance, as presented.

Deputy Mayor Pro Tem Morris shared that the request to change the physical address of the Public Safety Building to reflect Craig Shall Memorial Parkway is a great tribute to honor Craig Lamont Shaw for his sacrifice and heroism.

Councilmember Strain-Burk shared that on Wednesday, June 20, 2018, Officer Craig Lamont Shaw was posthumously promoted to sergeant. Sergeant Shaw's family and fellow officers were in attendance at the remembrance event.

**MOTION:** Deputy Mayor Pro Tem Morris made a motion, seconded by Mayor Pro Tem Strain-Burk to approve item 8. The vote was cast 7 for, 0 against.

**9. Discuss and consider election of a Mayor Pro Tempore.**

Councilmember Strain-Burk nominated Councilmember Mejia. Councilmember Robinson nominated Councilmember Morris.

City Secretary Arenas conducted a roll call on the following nominations: Councilmember Mejia and Councilmember Morris.

The roll call vote was cast 4 for, 3 against [Robinson, Hill, and Morris] for Councilmember Mejia to serve as Mayor Pro Tempore.

Mayor Pro Tem Mejia expressed his appreciation for being elected as Mayor Pro Tempore.

**10. Consider election of a Deputy Mayor Pro Tempore.**

Councilmember Strain-Burk nominated Councilmember Jaglowski. Councilmember Robinson nominated Councilmember Morris.

City Secretary Arenas conducted a roll call on the following nominations: Councilmember Morris and Councilmember Jaglowski.

The roll call vote was cast 4 for, 3 against [Morris, Robinson, and Hairston] for Councilmember Jaglowski to serve as Deputy Mayor Pro Tempore.

Deputy Mayor Pro Tem Jaglowski expressed his appreciation for being elected as Deputy Mayor Pro Tempore.

**11. Discuss and consider appointment of council liaisons to City Boards and Commissions.**

Mayor Hairston stated that the history of councils' selection to be appointed as a liaison to the City Boards and Commissions is based on tenure.

City Council made their selection of board/commissions to serve as council liaison as follows:

Councilmember Morris	Parks & Rec and Recreational Development Corp
Mayor Pro Tem Mejia	Lancaster Economic Development Corporation
Deputy Mayor Pro Tem Jaglowski	Animal Shelter Advisory Board
Councilmember Strain-Burk	Planning and Zoning Commission
Councilmember Robinson	Airport Advisory Board
Councilmember Hill	Library Advisory Board
Councilmember Morris	Youth Advisory Commission
Mayor Pro Tem Mejia	did not select
Deputy Mayor Pro Tem Jaglowski	Museum Advisory Board
Councilmember Strain-Burk	Historic Landmark Preservation Committee
Councilmember Robinson	did not select
Councilmember Hill	Civil Service Commission
Councilmember Morris	Property Standards & Appeals Board
Mayor Pro Tem Mejia	did not select
Deputy Mayor Pro Tem Jaglowski	Zoning Board of Adjustment

**MOTION:** Councilmember Strain-Burk made a motion, seconded by Mayor Pro Tem Mejia, to adjourn. The vote was cast 7 for, 0 against.

The meeting was adjourned at 7:54 p.m.

**ATTEST:**

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Sorangel O. Arenas, City Secretary

**APPROVED:**

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Clyde C. Hairston, Mayor

## LANCASTER CITY COUNCIL

### City Council Regular Meeting

2.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda.

**Goal(s):** Professional & Committed City Workforce

**Submitted by:** Dori Lee, Human Resources Director

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#### **Agenda Caption:**

Discuss and consider the City of Lancaster proposed Fiscal Year 2018/2019 employee insurance program.

#### **Background:**

On July 30, 2018 City Council received a presentation from IPS Advisors regarding the City of Lancaster proposed Fiscal Year 2018/2019 employee insurance program.

Over the past 12 months, the City has experienced a decrease in its loss ratio to 71.8%. BCBS provided the City a rate pass for the 2018/2019 plan year. IPS Advisors was able to re-negotiate the renewal to a 3% decrease and is recommending accepting the renewal due to competitiveness of the offer vs actuarial projections and to preserve the City's long term carrier history. Furthermore, the City's plan of benefits are in line with IPS Advisors municipal benchmark cities like the City of Duncanville, Keller, Rockwall, Rowlett, and the Colony. We recommend to continue the City's current plan design.

The City currently offers a High Deductible Health Plan (HDHP) and Health Savings Account (HSA) plan option to assist in controlling future health care costs. The City also continued premium incentives for employees who received an annual physical and who didn't use tobacco.

#### **Health Insurance:**

The best and final renewal offer from BCBS represents a 3.0% decrease or \$81,808 decrease to the City.

Recommendations for the health plan for 2018/2019 plan year include:

The City currently subsidizes 100% of the employee only cost for the HDHP and 56.5% for dependents across all plans. It is proposed to not change the employee rates and to decrease dependent subsidy levels on all plans to 55.2%. It is recommended to maintain the current HSA employer funding of \$1,210 for employee and \$2,420 for dependents for the 2018/2019 plan year.

Implement a Spousal Surcharge of \$25 per month to employees who spouses are working and have coverage offered through their employer. This surcharge is put in place to encourage those participants eligible for other group coverage to take advantage of that coverage. Additionally, it allows the City to keep its medical plans more affordable.

Renew with Methodist Health Systems for the City's wellness program. This program includes Health Risk Assessments, Fitness and Nutrition Tools, Wellness Workshops, Incentive Management and Employer and Employee Risk Factor reporting.

Continue annual physical and tobacco surcharge of \$80 per month. These surcharges are put into place to increase participation in wellness screenings and reduce tobacco utilizers that are enrolled in the City's health plan.

Continue Compass Professional Health Services for those who are enrolled in the High Deductible Health Plan.

This service provides employees and dependents with pricing and quality information for hospitals, physicians, pharmacy and dental services.

**Dental Insurance:**

The City currently contracts with MetLife for Dental Insurance. The City completed its first year of a two year rate guarantee. Renewal with MetLife for Dental Insurance is the recommendation for the 2018/2019 plan year.

**Flexible Spending Account (FSA):**

A Flexible Spending Account (FSA) allows an employee to set aside a portion of his or her earnings to pay for qualified expenses as established in the cafeteria plan, most commonly for medical expenses, but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to payroll taxes, resulting in a substantial payroll tax savings. The City received a rate pass and the recommendation is to renew with Discovery Benefits for the 2018/2019 plan year.

**Health Savings Account (HSA):**

A health savings account (HSA) is a tax-advantaged medical savings account available to employees enrolled in a high-deductible health plan. The funds contributed to this account are not subject to federal income tax at the time of deposit. However, HSA funds may be used only to pay for qualified medical expenses. The City currently utilizes HSA Bank to administer the account. HSA Bank presented a rate pass with no changes to benefits. The recommendation is to continue with HSA Bank for the 2018/2019 plan year.

**Ancillary Insurance:**

The City is currently utilizes Dearborn National to provide Basic Life, Optional Life, Short Term Disability and Long Term Disability insurance to employees. The City completed its first year of a two year rate guarantee. Renewal with Dearborn National is the recommendation for the 2018/2019 plan year.

**Employee Assistance Program:**

Employee Assistance Programs (EAPs) are employee benefit programs offered by many employers, typically in conjunction with a health insurance plan. EAPs are intended to help employees deal with problems that might adversely impact their work performance, health, and well-being. Alliance Work Partners presented a rate pass and renewal with Alliance Work Partners is recommended for the 2018/2019 plan year.

**Vision:**

The City currently contracts with Avesis for Vision Insurance. The City completed its first year of a four year rate guarantee. Renewal with Avesis for Vision Insurance is the recommendation for the 2018/2019 plan year.

**COBRA Administration:**

The City requires offering employees the opportunity to continue temporarily their group health coverage under the City's plan if their coverage otherwise would cease due to termination, layoff, or other change in employment status. The City utilizes Flores & Associates and the City completed its first year of a five year rate guarantee. Renewal with Flores & Associates for COBRA Administration is the recommendation for the 2018/2019 plan year.

**Fiscal Impact:**

The total health care cost decrease to the City of Lancaster is approximately \$81,808.

**Recommendation:**

Staff recommends remaining with current vendors for all renewing policies and plans, no plan design changes, no employee rate changes, no changes to employer HSA funding, and implementing a \$25 per month spousal surcharge. The total health care cost decrease to the City of Lancaster is approximately \$81,808.

**Attachments**

Resolution

Renewal Agreement

Analysis

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**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, AUTHORIZING THE CITY OF LANCASTER TO ENTER INTO AGREEMENTS WITH EMPLOYEE BENEFIT PROVIDERS AND/OR ADMINISTRATORS AS FOLLOWS: (1) BLUE CROSS BLUE SHIELD FOR MEDICAL ADMINISTRATION WITH A HEALTH SAVINGS ACCOUNT (HSA) OPTION; (2) METLIFE FOR DENTAL BENEFIT ADMINISTRATION; (3) DEARBORN NATIONAL FOR SHORT TERM DISABILITY INSURANCE; (4) FLORES & ASSOCIATES FOR COBRA BENEFIT ADMINISTRATION; (5) AVESIS FOR VISION BENEFIT ADMINISTRATION; AND (6) ALLIANCE WORK PARTNERS FOR EMPLOYEE ASSISTANCE PROGRAM ADMINISTRATION; AUTHORIZING EXECUTION OF ANY NECESSARY CONTRACTS AND DOCUMENTS PURSUANT TO THIS RESOLUTION BY THE CITY MANAGER; REPEALING ALL RESOLUTIONS IN CONFLICTS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Lancaster provides medical insurance and other benefits to employees; and

**WHEREAS**, in accordance with Texas competitive bidding laws, a request for proposals was sent out to obtain proposals for the provision of insurance and benefit services and administration to determine the best qualified and most cost effective solutions for the City; and

**WHEREAS**, the City of Lancaster has determined that the respective companies offer the best insurance and benefit solutions and desires to contract with them to provide the designated benefits and services to City employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS:**

**SECTION 1.** The City Council authorizes: (1) the renewal of Bid No. 2017-7 to Blue Cross Blue Shield for medical benefit administration with a Health Savings Account (HSA) option; (2) Metlife for dental benefit administration; (3) Dearborn National for short term disability insurance; (4) Flores & Associates for Cobra benefit administration; (5) Avesis for vision benefit administration; and (6) Alliance Work Partners for employee assistance program administration, in accordance with fiscal year 2018-2019 plans; and authorizes the City Manager to execute any necessary contracts and documents in conformance with this resolution, after approval as to form by the City Attorney.

**SECTION 2.** Any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

**SECTION 3.** Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 4.** This resolution shall take effect immediately from and after its passage, and it is duly resolved.

**DULY PASSED** and approved by the City Council of the City of Lancaster, Texas, on this the 13th day of August, 2018.

**ATTEST:**

**APPROVED:**

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Sorangel O. Arenas, City Secretary

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Clyde C. Hairston, Mayor

**APPROVED AS TO FORM:**

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David T. Ritter, City Attorney



**BlueCross BlueShield  
of Texas**

1001 E. Lookout Drive  
Richardson, Texas 75082

**BENEFIT PROGRAM APPLICATION ("BPA")  
Blue Cross and Blue Shield of Texas (herein called BCBSTX/HMO)  
LARGE GROUP PLANS**

Account Status: ☐ New ☒ Existing with Changes

Off Cycle Change: ☐ Yes ☒ No

☐ Former BCBSTX ASO converting to fully insured

Account Number (6-digits): 151475

Group Number(s): 151475, 151532,  
151533

Section Number(s): ALL

Contract Effective Date: 10/01/2018

Contract Anniversary Date: 10/01

Legal Account Name: City of Lancaster

(Specify the employer or the employee trust applying for coverage. An employee benefit plan may not be named)

☒ **NO CHANGES**

**GROUP INFORMATION**

Employer Identification  
Number ("EIN"): \_\_\_\_\_

SIC: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Primary (Mailing) Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Administrative Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Blue Access for Employers (BAE) Contact: \_\_\_\_\_

The BAE Contact is an employee of the account who is authorized by the employer to access and maintain the account in BAE.

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Administrative Contact (if different from Primary): \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address (if different from Primary - required): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Billing Address (if different from Primary): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Do you cover any wholly-owned subsidiary or affiliated companies? ☐ Yes ☐ No If yes, please list below:

Proprietary and Confidential Information of Blue Cross and Blue Shield of Texas. Not for use or disclosure outside Blue Cross and Blue Shield of Texas, Employer, their respective affiliated companies and third party representatives, except with written permission of Blue Cross and Blue Shield of Texas.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,  
an Independent Licensee of the Blue Cross and Blue Shield Association

Subsidiary Companies: \_\_\_\_\_ Subsidiary Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Affiliated Companies: \_\_\_\_\_ Location(s): \_\_\_\_\_

**ERISA Regulated Group Health\* Plan:** ☐ Yes ☒ No

If Yes, is your ERISA Plan Year\* a period of 12 months beginning on the Anniversary Date specified above? ☐ Yes ☐ No

If no, please specify your ERISA Plan Year: Beginning Date \_\_/\_\_/\_\_ End Date \_\_/\_\_/\_\_ (month/day/year)

ERISA Plan Administrator\*: \_\_\_\_\_ Plan Administrator's Address: \_\_\_\_\_

If you maintain that ERISA is not applicable to your group health plan, please give legal reason for exemption:

- ☐ Federal Governmental plan (e.g., the government of the United States or agency of the United States)  
☐ Non-Federal Governmental plan (e.g., the government of the State, an agency of the state, or the government of a political subdivision, such as a county or agency of the State)  
☐ Church plan (complete and attach a Medical Loss Ratio Assurance form)  
☐ Other; please specify: \_\_\_\_\_

Is your Non-ERISA Plan Year a period of 12 months beginning on the Anniversary Date specified above? ☐ Yes ☐ No

If no, please specify your Non-ERISA Plan Year: Beginning Date \_\_/\_\_/\_\_ End Date \_\_/\_\_/\_\_ (month/day/year)

**For more information regarding ERISA, contact your Legal Advisor.**

\*All as defined by ERISA and/or other applicable law/regulations

<input checked="" type="checkbox"/> <b>NO CHANGES</b>	<b>PRODUCER OF RECORD INFORMATION</b>
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1. \*Producer/Agency\*\* name to whom commissions are to be paid: \_\_\_\_\_

Producer Number of ☐ Producer or ☐ Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is Producer/Agency appointed with BCBSTX/HMO? ☐ Yes ☐ No

Affiliated with General Agent? ☐ Yes ☐ No

2. \*Producer/Agency\*\* name to whom commissions are to be paid: \_\_\_\_\_

Producer Number of ☐ Producer or ☐ Agency: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is Producer/Agency appointed with BCBSTX/HMO? ☐ Yes ☐ No

Affiliated with General Agent? ☐ Yes ☐ No

If commission split, designate

percentage for each Producer/agency

Producer/Agency 1: \_\_\_\_\_%

Producer/Agency 2: \_\_\_\_\_%

**Note:** total commissions paid must equal 100%

3. Writing Producer's Name (please print): \_\_\_\_\_

Producer Number: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Writing Producer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* The producer or agency name(s) above to whom commissions are to be paid must exactly match the name(s) on the appointment application(s).

\*\* If commissions are split, please provide the information requested above on both producers/agencies. BOTH must be appointed to do business with BCBSTX/HMO.

Proprietary and Confidential Information of Blue Cross and Blue Shield of Texas. Not for use or disclosure outside Blue Cross and Blue Shield of Texas, Employer, their respective affiliated companies and third party representatives, except with written permission of Blue Cross and Blue Shield of Texas.  
A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,  
an Independent Licensee of the Blue Cross and Blue Shield Association

4. General Agent (GA) Override? ☐ Yes ☐ No      General Agent Name: \_\_\_\_\_  
Tax ID: \_\_\_\_\_ Agency #: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Health Override Amount (if applicable): \_\_\_\_\_ Dental Override Amount (if applicable): \_\_\_\_\_

If applicable, effective \_\_\_\_\_, the named producer(s) or agency(ies) is/are recognized as Employer's Producer of Record (POR), to act as representative in negotiations with and to receive commissions from Blue Cross and Blue Shield of Texas, a division of Health Care Service Corporation (HCSC), a Mutual Legal Reserve Company, and HCSC subsidiaries for employer's employee benefit programs. This statement rescinds any and all previous POR appointments for employer. The POR is authorized to perform membership transactions on behalf of employer. This appointment will remain in effect until withdrawn or superseded in writing by employer.

General Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☒ **NO CHANGES**

### **SCHEDULE OF ELIGIBILITY**

**1. Standard Eligibility Provisions:**

Eligible Employee/Subscriber means an employee who works on a full-time basis, who usually works at least 30 hours a week, and who otherwise meets the Participation Criteria established by an employer. The term includes a sole proprietor, a partner, and an independent contractor, if the individual is included as an employee under a Health Benefit Plan of a large employer regardless of the number of hours the sole proprietor, partner, or independent contractor works weekly, but only if the plan includes at least two other eligible employees who work on a full-time basis and who usually work at least 30 hours a week. Participation Criteria means any criteria or rules established by a large employer to determine the employees who are eligible for enrollment or continued enrollment under the terms of a Health Benefit Plan. The Participation Criteria may not be based on Health Status Related Factors.

**(HMO only)** the Eligible Subscriber must reside, live or work in the Service Area.

**2. Other Eligibility Provisions (check all that apply):**

- ☐ Retiree of the employer.  
☐ Part-time employee of the employer.  
☐ Other: \_\_\_\_\_

Are any classes of employees to be excluded from coverage? ☐ Yes ☐ No

If yes, please identify the classes and describe the exclusion: \_\_\_\_\_

**Domestic Partners covered:** ☐ Yes ☐ No

A Domestic Partner means a person with whom the employee has entered into a domestic partnership in accordance with the employer's plan guidelines. The employer is responsible for providing notice of possible tax implications to those covered employees with Domestic Partners.

Are Domestic Partners eligible for continued coverage equivalent to COBRA continuation? ☐ Yes ☐ No

**3. All current and new Employees must satisfy the substantive eligibility criteria and required waiting period in order for coverage to become effective. Covered Dependents do not have to satisfy a waiting period to become effective, but in no instance shall a Dependent be covered prior to the Employee's effective date.**

If a person is added to the Policy and it is later determined that the Policyholder reported a coverage date earlier than what would apply, based on the Waiting Period and eligibility conditions the Policyholder provided to the Plan, the Plan reserves the right to retroactively adjust the coverage date for such person.

What is the effective date for a newly eligible person who becomes effective after the employer's initial enrollment? (No effective date may exceed ninety-one (91) calendar days from the date that an individual becomes eligible for coverage, unless permitted by applicable law.)

- ☐ The date of employment (date of hire).
- ☐ The \_\_\_\_\_ day (standard is 1<sup>st</sup> or 15<sup>th</sup>) of the month following the date of employment.
- ☐ The \_\_\_\_\_ day (standard is 1<sup>st</sup> or 15<sup>th</sup>) of the month following \_\_\_\_\_ days (select 0, 30 or 60 days) of employment.
- ☐ The \_\_\_\_\_ day (standard is 1<sup>st</sup> or 15<sup>th</sup>) of the month following \_\_\_\_\_ month(s) (select 1 or 2 months) of employment.

**Substantive Eligibility Criteria (Optional):**

Provide a representation below regarding the terms of any eligibility conditions (other than any applicable waiting period already reflected above) imposed before an individual is eligible to become covered under the terms of the plan. If any of these eligibility conditions change, you are required to submit a new BPA to reflect that new information. Check all that apply:

- ☐ An Orientation Period that:
  - 1) Does not exceed one month (calculated by adding one calendar month and subtracting one calendar day from an employee's start date); and
  - 2) If used in conjunction with a waiting period the waiting period begins on the first day after the orientation period.
- ☐ A Cumulative hours of service requirement that does not exceed 1200 hours
- ☐ An hours of service per period (or full-time status) requirement for which a Measurement period is used to determine the status of variable-hour employees, where the measurement period:
  - 1) Starts between the employee's date of hire and the first day of the following month;
  - 2) Does not exceed 12 months; and
  - 3) Taken together with other eligibility conditions does not result in coverage becoming effective later than 13 months from the employee's start date plus the number of days between a start date and the first day of the next calendar month (if start day is not the first day of the month).
- ☐ Other substantive eligibility criteria not described above; please describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(HMO only) What is the effective date of coverage for a Newly Eligible Employee who becomes effective after the Employer's initial enrollment date?** (No effective date may exceed ninety-one (91) calendar days from the date that an individual becomes eligible for coverage, unless permitted by applicable law.)

- ☐ The 1st day of the month following the date of employment (date of hire).
- ☐ The 1st day of the month following \_\_\_\_\_ days (select 0, 30 or 60 days) of employment.
- ☐ The 1st day of the month following \_\_\_\_\_ month(s) (select 1 or 2 months) of employment.

4. Are there multiple new hire waiting periods? ☐ Yes ☐ No

If yes, attach eligibility and contribution details for each section.

Is the waiting period requirement to be waived on initial group enrollment?

Health ☐ Yes ☐ No ☐ N/A Dental ☐ Yes ☐ No ☐ N/A

5. The minimum standard limiting age for covered Dependent children is twenty-six (26) years. Hereafter, a Dependent child, child or children means a natural child, a stepchild, a medical support order child, a dental support

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order child (if applicable), an eligible foster child, an adopted child (including a child for whom the employee or their spouse is a party in a suit in which the adoption of the child is sought) regardless of presence or absence of a child's financial dependency, residency, student status, employment status, marital status, eligibility for other coverage or any combination of those factors. To be eligible for coverage, a child of an employee's child must also be dependent upon employee for federal income tax purposes at the time application for coverage is made.

☒ **NO CHANGES**

**CURRENT ELIGIBILITY INFORMATION**

**Total number of Employees/Subscribers:**

1. on payroll \_\_\_\_\_
2. on COBRA continuation coverage \_\_\_\_\_
3. with retiree coverage (if applicable) \_\_\_\_\_
4. who work part-time \_\_\_\_\_
5. serving the new hire waiting period \_\_\_\_\_
6. declining because of other **group** coverage (e.g., other commercial group coverage, Medicare, Medicaid, TRICARE/Champus) \_\_\_\_\_
7. declining coverage (not covered elsewhere) \_\_\_\_\_

☒ **NO CHANGES**

**(HMO only) LEGISLATIVE ELECTIONS**

The following mandated benefit offers are made by HMO in compliance with Texas regulations. Please mark your acceptance or declination. Acceptance may result in a rate adjustment.

**In Vitro Fertilization Services**

**Authorized Company Official's Initials:** \_\_\_\_\_

- ☐ **Accept** – If accepted, benefits for In Vitro Fertilization Services will be provided to the same extent as benefits provided for other pregnancy related procedures. (Note: If selected an additional charge will be added to your rates.)
- ☐ **Decline** – If declined, no benefits are available.

**Speech and Hearing Services**

**Authorized Company Official's Initials:** \_\_\_\_\_

- ☐ **Accept** – Benefits are paid same as any other illness.
- ☐ **Decline** – If declined, medically necessary speech therapy is covered on an outpatient basis only. Hearing aids are covered under Durable Medical Equipment Additional Benefit Option only.

**Development Delay** – Certain therapies for children with developmental delays are already included in the HMO plans.

☒ **NO CHANGES**

**(Non-HMO only) LEGISLATIVE ELECTIONS**

The following mandated benefit offers are made in compliance with Texas regulations. Please mark your acceptance or declination.

**In Vitro Fertilization Services:** Benefits for Medical-Surgical Expense incurred for in vitro fertilization procedures will be the same as for maternity care, provided specific requirements are met.

- ☐ **Accept** – If accepted, benefits for In Vitro Fertilization Services will be provided to the same extent as benefits provided for other pregnancy related procedures. (Note: If selected an additional charge will be added to your rates.)
- ☐ **Decline** – If declined, no benefits are available for these services.

**Speech and Hearing Services:** Benefits are available for the services of a physician or other provider to restore loss of or correct an impaired speech or hearing function. This benefit includes coverage for hearing aids.

- ☐ **Accept** – If accepted, benefits are available for medically necessary services to restore loss of or correct an impaired speech or hearing function, with no benefit maximum on hearing aids.
- ☐ **Decline** – If declined, benefits are available for medically necessary services to restore loss of or correct an impaired speech or hearing function; however, benefits for hearing aids are limited to 1 hearing aid per ear every 36 months.

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**Development Delay** – Certain therapies for children with developmental delays are already included in the Non-HMO plans.

☒ **NO CHANGES**

**LINES OF BUSINESS**  
(Check all applicable products)

**Managed Health Care Coverage:**

☐ Single Option:

Plan \_\_\_\_\_

☒ HMO\*

Plan HMO

☒ Dual Option:

Plan 1 PPO 750 PPO

Plan 2 HSA 3000 HSA

Additional Benefit Options:

☐ Prescription Drug Program \_\_\_\_\_

☐ Inpatient Mental Health Care (IM4)

☐ Durable Medical Equipment Select DME

☐ Triple Option:

Plan 1 \_\_\_\_\_ Select Product

Plan 2 \_\_\_\_\_ Select Product

Plan 3 \_\_\_\_\_ Select Product

See HMO Legislative Elections for In-Vitro Fertilization and Speech and Hearing Services options.

If BlueEdge HCA Plan(s) are selected, the HCA BPA with HCA Administrative Services Agreement must be completed, signed and submitted.

100% of eligible employees must reside, live or work in the service area. The HMO service area includes all counties in Texas.

If BlueEdge HSA/HDHP Plan is selected, provide name of HSA Administrator or trustee: \_\_\_\_\_

**\*If only HMO health plan selected, please complete the HMO Non-Network Plan Certification (item 2) in the OTHER PROVISIONS section of this BPA.**

☐ **BlueEdge FSA** ConnectYourCare

**BlueMax Advantage**

☐ Graduated dental benefit max

☐ Enhanced dental benefits

☐ **Blue Directions** (Private Exchange)

If Blue Directions is selected, the Blue Directions Addendum is attached and made part of the Policy.

☐ **Life & Disability** (if checked, attach separate FDL application)

Plan 1 \_\_\_\_\_

Plan 2 \_\_\_\_\_

Plan 3 \_\_\_\_\_

Plan 4 \_\_\_\_\_

Plan 5 \_\_\_\_\_

**COMMENTS:** Group is renewing as is with current plans

**Health Care Management Services:**

☐ Blue Care Connection Standard Package

☐ Blue Care Connection Enhanced Package (additional fee applies)

**In-Hospital Indemnity Plan:**

☐ IHI

**DENTAL BENEFIT PLANS**

**Employer-Paid Dental**

☐ Plan \_\_\_\_\_

☐ Dual Option: Plan 1 \_\_\_\_\_ Plan 2 \_\_\_\_\_

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**Voluntary Group Dental**

Plan \_\_\_\_\_

☒ **NO CHANGES****ACCOUNT EXPERIENCE – NEW GROUPS ONLY**

Has there been a significant change in the claims experience previously provided?

☐ No – skip the rest of this (Account Experience) section☐ Yes – Please answer the below questions to the best of your knowledge. Note: any changes indicated below may impact rates and will require Underwriter approval. "Participant" means all Eligible Employees, Dependents, Retirees and COBRA Continuant.

- |   |  |
|---|--|
| 1. Has any Participant received more than \$20,000 in medical benefits during the last 12 months? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Is any Participant expected to have claims in excess of \$20,000 during the next 12 months?    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Is any Participant mentally or physically handicapped or disabled or not actively at work?     | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Has any Participant been diagnosed as having a high risk condition?                            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If any question is answered "yes," details must be provided below:

Participant Age	Diagnosis or Nature of the Disorder	Dates of Treatment	\$ Amount of Claims	Prognosis/Current Treatment

**RATES**

For the current year's premium and rate information, refer to the accepted finalized new group rates letter ("Letter") or the renewal exhibit ("Exhibit") for complete details. The Letter, or Exhibit, shall be incorporated by reference and made part of the BPA and Group Administration Document.

☒ **NO CHANGES****FUNDING / CONTRIBUTION****FUNDING ARRANGEMENT:**☐ Premium – Prospective☐ (Non-HMO only) Premium – Prospective Retention (Retro Contingent)

☐ (Non-HMO only) Alternative Funding Minimum Premium Program – Prospective Minimum Premium (Retro Contingent) The standard premium and rate information does not apply to alternative funding programs. All information regarding premiums and the payments thereof for alternative funding programs can be found in the mutually agreed upon alternative funding agreement between the employer and BCBSTX.

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**STANDARD PREMIUM INFORMATION**

## 1. Premium Period:

- ☐ The first day of each calendar month through the last day of each calendar month.
- ☐ The 15th day of each calendar month through the 14th day of the next calendar month.
- ☐ 15/16 Day Rule – premiums will be billed for the entire month for Participants with effective dates on the 1<sup>st</sup> through the 15<sup>th</sup> day of the month. Premiums will not be billed for the month when the Participant's effective date falls on the 16<sup>th</sup> day through the end of the month.

## 2. The contribution of premium to be paid by the employer is:

PRODUCT	Employee Only	Employee/Child(ren)	Employee/Spouse	Employee/Family
<b>HEALTH</b>				
Plan 1	% or \$	% or \$	% or \$	% or \$
Plan 2	% or \$	% or \$	% or \$	% or \$
Plan 3	% or \$	% or \$	% or \$	% or \$
<b>DENTAL</b>	% or \$	% or \$	% or \$	% or \$
Plan 1	% or \$	% or \$	% or \$	% or \$
Plan 2	% or \$	% or \$	% or \$	% or \$

## 3. Grace Period (HMO only): thirty (30) days – standard

## 4. Prior written notification by BCBSTX/HMO to Employer for change of premium rates is 60 days

## 5. Additional Information/Comments: \_\_\_\_\_

☒ **NO CHANGES****BILLING SPECIFICATIONS**

Employees Listed: ☐ alphabetically ☐ by location  
 If by location, list locations including location numbers if applicable: \_\_\_\_\_

Sort by: ☐ Unique Identification Number (standard) ☐ Social Security Number

**Billing format:**

(complete only if special billing requirements are needed)

- ☐ Benefit Agreement
- ☐ Also Page Break
- ☐ Categories
- ☐ Multiple Billing Profiles

Explanation: \_\_\_\_\_

**Premium Delay:**

(Underwriter approval required for options other than zero day delay)

- ☐ Zero day delay (standard)
- ☐ 30 day delay
- ☐ 60 day delay
- ☐ 90 day delay

☒ **NO CHANGES****ID CARD DELIVERY**

Mail ID Cards to:

- ☐ Account
- ☐ Member's homes (standard)

☒ **NO CHANGES****OTHER PROVISIONS**

1. Electronic Issuance: The Employer consents to receive, via an electronic file or access to an electronic file, any Certificate Booklet provided by BCBSTX/HMO to the Employer for delivery to each employee. The Employer further agrees that it is solely responsible for providing each Employee access to the most current version of any E-file Certificate Booklet, amendment, or other revised form provided by BCBSTX/HMO, or to provide a paper copy of the

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same to an Employee upon request. The Employer is solely responsible and holds BCBSTX/HMO harmless from any misuse of the E-file provided by BCBSTX/HMO.

☐ Accept – Employer consents to receive electronic versions of certificate-booklets for covered Employees. Employer may withdraw this consent at any time and request receipt of hard copy versions by contacting their BCBSTX Account Executive.

☐ Decline – Employer does not consent to receive electronic versions of certificate-booklets for covered Employees or the Contract and desires BCBSTX/HMO to print and distribute hard copy versions.

Authorized Company Official's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**2. (HMO only) HMO Non-Network Plan Certification:**

The Texas Insurance Code mandates HMOs whose network based delivery system of coverage is the only health benefit coverage being offered under an employer's health benefit plan must offer all Eligible Subscribers the opportunity to obtain other health coverage through a non-network plan at the time of enrollment and at least annually.

The non-network coverage required by law may be provided through a point-of-service contract, a preferred provider benefit plan, or any coverage arrangement that allows an employee to access services outside the HMO's or limited provider network's delivery network. New and renewing groups who refuse to offer or certify that they offered a non-network plan concurrent with the HMO-only will not be allowed to purchase or renew coverage through BCBSTX/HMO. To comply with the provisions of this mandate, BCBSTX/HMO requests employer groups certify a non-network plan will be offered to Eligible Subscribers.

**Describe Non-Network Product Offered:** \_\_\_\_\_

**Authorized Company Official's Initials:** \_\_\_\_\_

**3. EHB Election:**

Employer elects EHBs based on the following:

☐ 1. EHBs based on a HCSC state benchmark:

- |                                     |                                   |
|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Illinois   | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Montana    | <input type="checkbox"/> Texas    |
| <input type="checkbox"/> New Mexico |                                   |

☐ 2. EHBs based on benchmark of a state other than IL, MT, NM, OK and TX

If so, indicate the state's benchmark that Employer elects: \_\_\_\_\_

In the absence of an affirmative selection by Employer of its EHBs, then Employer is deemed to have elected the EHBs based on the BCBSTX benchmark plan.

4. This BPA is incorporated into and made a part of the Contract entered into and agreed upon by BCBSTX/HMO and the account.

5. Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.

**ADDITIONAL PROVISIONS:**

**A. Grandfathered Health Plans:** Employer shall provide BCBSTX with written notice prior to renewal (and during the plan year, at least 60 days advance written notice) of any changes in its Contribution Rate Based on Cost of Coverage or Contribution Rate Based on a Formula towards the cost of any tier of coverage for any class of Similarly Situated Individuals as such terms are described in applicable regulations. Any such changes (or failure to provide timely notice thereof) can result in retroactive and/or prospective changes by BCBSTX to the terms and conditions of coverage. In no event shall BCBSTX be responsible for any legal, tax or other ramifications related to any benefit package of any group health insurance coverage (each hereafter a "plan") qualifying as a "grandfathered health plan" under the Affordable Care Act and applicable regulations or any representation regarding any plan's past, present and future grandfathered status. The grandfathered health plan form ("Form"), if any, shall be incorporated by reference and part of the BPA and Group Policy, and Employer represents and warrants that such Form is true, Proprietary and Confidential Information of Blue Cross and Blue Shield of Texas. Not for use or disclosure outside Blue Cross and Blue Shield of Texas, Employer, their respective affiliated companies and third party representatives, except with written permission of Blue Cross and Blue Shield of Texas.

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complete and accurate. If Employer fails to timely provide BCBSTX with any requested grandfathered health plan information, BCBSTX may make retroactive and/or prospective changes to the terms and conditions of coverage, including changes for compliance with state or federal laws or regulations or interpretations thereof.

- B. Retiree Only Plans and/or Excepted Benefits:** If the BPA includes any retiree only plans and/or excepted benefits, then Employer represents and warrants that one or more such plans is not subject to some or all of the provisions of Part A (Individual and Group Market Reforms) of Title XXVII of the Public Health Service Act (and/or related provisions in the Internal Revenue Code and Employee Retirement Income Security Act) (an "exempt plan status"). Any determination that a plan does not have exempt plan status can result in retroactive and/or prospective changes by BCBSTX to the terms and conditions of coverage. In no event shall BCBSTX be responsible for any legal, tax or other ramifications related to any plan's exempt plan status or any representation regarding any plan's past, present and future exempt plan status.
- C.** Employer shall indemnify and hold harmless BCBSTX and its directors, officers and employees against any and all loss, liability, damages, fines, penalties, taxes, expenses (including attorneys' fees and costs) or other costs or obligations resulting from or arising out of any claims, lawsuits, demands, governmental inquiries or actions, settlements or judgments brought or asserted against BCBSTX in connection with (a) any plan's grandfathered health plan status, (b) any plan's exempt plan status, (c) any directions, actions and interpretations of the Employer, and/or (d) any provision of inaccurate information, and/or (f) Employer's selection of Essential Health Benefit ("EHB") benchmark for the purpose of ACA. Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.

The provisions of paragraphs A-C (directly above) shall be in addition to (and do not take the place of) the other terms and conditions of coverage and/or administrative services between the parties.

**ACA FEE NOTICE:** ACA established a number of taxes and fees that will affect our customers and their benefit plans. One of those fees is: the Annual Fee on Health Insurers or "Health Insurer Fee."

Section 9010(a) of ACA requires that "covered entities" providing health insurance ("health insurers") pay an annual fee to the federal government, commonly referred to as the Health Insurer Fee. The amount of this fee for a given calendar year will be determined by the federal government and currently involves a formula based in part on a health insurer's net premiums written with respect to health insurance on certain health risk during the preceding calendar year. This fee will go to help fund premium tax credits and cost-sharing subsidies offered to certain individuals who purchase coverage on health insurance exchanges.

In addition, ACA Section 1341 and/or other applicable laws may provide for the establishment of a temporary reinsurance program(s) that may be funded by reinsurance contributions or other amounts (collectively, the "Reinsurance Fees or Amounts") collected from health insurance issuers and/or self-funded group health plans. Federal and/or state governments may provide information as to how these Reinsurance Fees or Amounts are calculated. Federal regulations establish a flat per member per month fee. The temporary reinsurance programs funded by these Reinsurance Fees or Amounts will help stabilize premiums in the individual market.

Your premium, which already accounts for current applicable federal and state taxes, includes the effects of the Health Insurer Fees and Reinsurance Fees or Amounts, if any. These rates may be adjusted on an annual basis for any incremental changes in Health Insurer Fees and Reinsurance Fees or Amounts, if any.

Notwithstanding anything in the Policy or Renewal(s) to the contrary, BCBSTX reserves the right to revise our charge for the cost of coverage (premium or other amounts) at any time if any local, state or federal legislation, regulation, rule or guidance (or amendment or clarification thereto) is enacted or becomes effective/implemented, which would require BCBSTX to pay, submit or forward, on its own behalf or on the Policyholder's behalf, any additional tax, surcharge, fee, or other amount (all of which may be estimated, allocated or pro-rated amounts).

**Renewals Only:** (For the purposes of this Contract, the term "existing BPA" includes, if applicable, the initial Schedule of Specifications and/or Group Agreement signed by the Employer, and any subsequent Schedules of Specifications and/or Group Agreements and amendments thereto.) If this BPA is blank, it is intentional and this BPA is an addendum to the existing BPA. In such case, all terms of the existing BPA as amended from time to time shall remain in force and effect.

However, beginning with the Employer's first renewal date on or after September 23, 2010, the provisions of paragraphs A-C (above) shall be part of (and be in addition to) the terms of the existing BPA as amended from time to time.

**Summary of Benefits & Coverage:**

**1). BCBSTX will create Summary of Benefits & Coverage (SBC)?**

- ☐ Yes. If yes, please answer question #2. The SBC Addendum is attached.
- ☐ No. If No, then the Employer acknowledges and agrees that the Employer is responsible for the creation and distribution of the SBC as required by Section 2715 of the Public Health Service Act (42 USC 300gg-15) and SBC regulations (45 CFR 147.200), as supplemented and amended from time to time, and that in no event will BCBSTX have any responsibility or obligation with respect to the SBC. BCBSTX may, but is not required to, monitor Employer's performance of its SBC obligations, audit the Employer with respect to the SBC, request and receive information, documents and assurances from Employer with respect to the SBC, provide its own SBC (or SBC corrections) to participants and beneficiaries, communicate with participants and beneficiaries regarding the SBC, respond to SBC-related inquiries from participants and beneficiaries, and/or take steps to avoid or correct potential violations of applicable laws or regulations. BCBSTX is not obligated to respond to or forward misrouted calls, but may, at its option, provide participants and beneficiaries with Employer's contact information. A new clause (e) is added to Subsection C. in the Additional Provisions as follows: "(e) the SBC". (Skip question #2.)

**2). BCBSTX will distribute Summary of Benefits & Coverage (SBC) to participants and beneficiaries?**

- ☐ No. BCBSTX will create SBC (only for benefits BCBSTX insures under the Contract) and provide SBC to the Employer in electronic format. Employer will then distribute SBC to participants and beneficiaries (or hire a third party to distribute) as required by law.
- ☒ Yes. BCBSTX will create SBC (only for benefits BCBSTX insures under the Contract) and distribute SBC to participants and beneficiaries via regular hardcopy mail or electronically in response to occasional requests received directly from individuals. All other distribution is the responsibility of the Employer.

**UNDERSTAND AND AGREE THAT:**

1. BCBSTX reserves the right to take any or all of the following actions:

a) Initial rates for new groups will be finalized for the effective date of the policy based on the enrolled participation and employer contribution levels; b) after the policy effective date the group will be required to maintain a minimum employer contribution of 50%, and at least a 75% participation of eligible employees. In the event the group is unable to maintain the contribution and participation requirements, then the rates will be adjusted accordingly; and/or c) non-renew or discontinue coverage if the 50% minimum employer contribution is not met and/or less than 75% of eligible employees are enrolled for coverage or six consecutive months.

BCBSTX reserves the right to change premium rates when a substantial change occurs in the number or composition of subscribers covered. A substantial change will be deemed to have occurred when the number of Employees/Subscribers covered changes by ten percent (10%) or more over a thirty (30) day period or twenty five percent (25%) or more over a ninety (90) day period.

Employer will promptly notify BCBSTX of any change in participation and Employer contribution.

2. Producer Statement (if applicable): I certify that I have reviewed all enrollment materials. I have also advised the employer that I have no authority to bind these coverages, to alter the terms of the Contract(s), this BPA or enrollment material in any manner or to adjust any claims for benefits under the Contract(s).
3. BCBSTX/HMO will report the value of all remuneration by BCBSTX/HMO to ERISA plans with 100 or more participants for use in preparation of ERISA Form 5500 schedules. Reporting will also be provided upon request to non-ERISA plans or plans with fewer than 100 participants. Reporting will include base commissions, bonuses, incentives, or other forms of remuneration for which your agent/consultant is eligible for the sale or renewal of self-funded and/or insured products.
4. The undersigned person represents that he/she is authorized and responsible for purchasing coverage on behalf of the employer. It is understood that the actual terms and conditions of coverage are those contained in the Contract into which this BPA shall be incorporated at the time of acceptance by BCBSTX/HMO. Upon acceptance, BCBSTX/HMO shall issue a Contract to the employer and the employer shall be referred to as the "Employer or Contractholder" (Non-HMO) and "Group" (HMO) in the Contract.
5. The Employer's Benefit Program Application must pre-date the requested effective date and be received at BCBSTX at its Home Office no less than thirty (30) days prior to the requested effective date.

Kevin Shively

Authorized BCBSTX/HMO Representative

Account Executive

Title

06/27/2018

Date

Signature of Authorized Purchaser

Opal Mauldin-Jones, City Manager

Title

Date

Agent Representative (if applicable)

## PROXY (OPTIONAL)

The undersigned hereby appoints the Board of Directors of Health Care Service Corporation, a Mutual Legal Reserve Company, or any successor thereof ("HCSC"), with full power of substitution, and such persons as the Board of Directors may designate by resolution, as the undersigned's proxy to act on behalf of the undersigned at all meetings of members of HCSC (and at all meetings of members of any successor of HCSC) and any adjournments thereof, with full power to vote on behalf of the undersigned on all matters that may come before any such meeting and any adjournment thereof. The annual meeting of members shall be held each year in the corporate headquarters on the last Tuesday of October at 12:30 p.m. Special meetings of members may be called pursuant to notice mailed to the member not less than 30 nor more than 60 days prior to such meetings. This proxy shall remain in effect until revoked in writing by the undersigned at least 20 days prior to any meeting of members or by attending and voting in person at any annual or special meeting of members.

HCSC pays indemnification or advances expenses to directors, officers, employees or agents consistent with HCSC's bylaws then in force and as otherwise required by applicable law.

Group No.: 151475 By: \_\_\_\_\_  
Print Signer's Name Here



\_\_\_\_\_  
Signature and Title

Group Name: City of Lancaster

Address: 211 N. Henry Street

City: Lancaster State: TX Zip Code: 75146

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
Month Year



**TEXAS DEPARTMENT OF INSURANCE**  
**REQUIRED DISCLOSURE NOTICE FOR ALL LARGE GROUP HMO**  
**CONSUMER CHOICE BENEFIT PLANS ISSUED IN TEXAS**

As required by 28 TAC §21.3530, I have been informed that the Consumer Choice Health Benefit Plan that I am purchasing does not include all state mandated health insurance benefits. I understand that the following benefits are provided at a reduced level from what is mandated, or excluded completely from the plan.

Mandated Benefit Description	Benefit Reduced	Benefit Excluded
<p><b>Copayments</b>      Section 11.506(2)(A), Subchapter F, Title 28 Texas Insurance Code: A reasonable copayment option may not exceed 50 percent of the total cost of services provided. A basic service HMO may not impose copayment charges on any enrollee in any calendar year, when the copayments made by the enrolled in that calendar year total two hundred percent of the total annual premium cost which is required to be paid by or on behalf of that enrollee.</p>	<p>For some services and supplies, this plan may include cost-sharing that exceeds the limits imposed by the mandated.</p>	
<p><b>Deductibles</b>      Section 11.506(2)(B), Subchapter F, Title 28 Texas Insurance Code: A deductible shall be for specific dollar amount of the cost of the basic, limited or single health care service. An HMO shall charge a deductible only for services performed out of the HMO's service area or for services performed by a physician or provider who is not in the HMO's delivery network.</p>	<p>Deductibles may apply to some services provided by HMO Participating Providers in the HMO service area.</p> <p>Deductibles may apply to Professional Services, Inpatient Hospital Services, Outpatient Facility Services, Outpatient Lab and X-Ray Services, Rehabilitation Services, Maternity Care and Family Planning, Behavioral Health Services, Emergency and Ambulance Services, Extended Care Services, some Preventive Care Services, Dental Surgical Procedures, Cosmetic, Reconstructive or Plastic Surgery, Allergy Care, Diabetes Care, Prosthetic Appliances, Orthotic Devices, Durable Medical Equipment, Hearing Aids and Prescription Drugs.</p>	

This HMO Consumer Choice Health Benefit Plan may include requirements and/or restrictions on deductibles, coinsurance, copayments or annual or lifetime benefit amounts that differ from other HMO plans. I understand that I may obtain additional information on Consumer Choice Health Benefit Plans, either by visiting the TDI website at [www.tdi.texas.gov/consumer/index.html](http://www.tdi.texas.gov/consumer/index.html), or by calling 1-800-252-3439.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Name of Applicant (print name)**

\_\_\_\_\_  
**Name of Business (if applicable)**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**Zip**

\_\_\_\_\_  
**Date**

Note: This form must be retained by the carrier issuing the policy and must be provided to the Commissioner of Insurance upon request. **You have the right to a copy of this written disclosure free of charge.** A new form must be completed upon each subsequent renewal of this policy.

**City of Lancaster**  
**2018 - 2019 BCBSTX Renewal Rates (No Change to Employee Rates)**

Enrollment		Unit Costs			
HSA \$3,000/100%	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	151	\$517.95	\$517.95	100.0%	\$0.00
+ Spouse	12	\$621.88	\$343.05	55.2%	\$278.83
+ Children	28	\$518.18	\$285.84	55.2%	\$232.34
+ Family	27	\$1,245.81	\$687.24	55.2%	\$558.57
Premium Contributions	151	\$1,605,827.04	\$1,306,632.60	81.4%	\$299,194.44
<b>Total HSA Contributions</b>		<b>\$263,780.00</b>	<b>\$263,780.00</b>	<b>100.0%</b>	<b>\$0.00</b>
<b>Total Contributions</b>		<b>\$1,869,607.04</b>	<b>\$1,570,412.60</b>	<b>84.00%</b>	<b>\$299,194.44</b>

HSA Contribution Amounts

Employee \$1,210  
 Family \$2,420

Total Employee Rates		
Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$0.00	\$0.00	n/a
\$278.83	\$0.00	0.0%
\$232.34	\$0.00	0.0%
\$558.57	\$0.00	0.0%

HMO	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	73	\$631.65	\$606.20	96.0%	\$25.45
+ Spouse	2	\$758.41	\$418.38	55.2%	\$340.03
+ Children	14	\$631.93	\$348.60	55.2%	\$283.33
+ Family	6	\$1,519.28	\$838.10	55.2%	\$681.18
Premium Contributions	73	\$787,079.64	\$659,980.32	83.9%	\$127,099.32

Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$25.45	\$0.00	0.0%
\$365.48	\$0.00	0.0%
\$308.78	\$0.00	0.0%
\$706.63	\$0.00	0.0%

PPO	Full Time Employees	Medical Rate	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Employee	20	\$700.14	\$530.00	75.7%	\$170.14
+ Spouse	5	\$840.62	\$463.71	55.2%	\$376.91
+ Children	4	\$700.45	\$386.39	55.2%	\$314.06
+ Family	0	\$1,683.98	\$928.94	55.2%	\$755.04
Premium Contributions	20	\$252,092.40	\$173,569.32	68.9%	\$78,523.08

Total Employee Contribution (\$)	Total Monthly Employee Change From Current (\$)	Total Monthly Employee Change From Current (%)
\$170.14	\$0.00	0.0%
\$547.05	\$0.00	0.0%
\$484.20	\$0.00	0.0%
\$925.18	\$0.00	0.0%

All Plans	Full Time Employees	Total Medical Cost	City Contribution (\$)	City Contribution (%)	Employee Contribution (\$)
Total Contributions - All Plans	244	\$2,908,779.08	\$2,403,962.24	82.6%	\$504,816.84
\$ Change from Current		<b>-\$81,808.44</b>	<b>-\$81,808.44</b>		\$0.00
% Change from Current		<b>-3%</b>	<b>-3%</b>		0%

# LANCASTER CITY COUNCIL

## City Council Regular Meeting

3.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Sound Infrastructure  
Quality Development

**Submitted by:** Sean Johnson, Managing Director of Quality of Life and Cultural Services

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### **Agenda Caption:**

Discuss and consider appointments to the Hike and Bike Trails Advisory Committee.

### **Background:**

In the 2017/2018 City Council Goals and Objectives, Council identified the objective to update the Hike and Bike Trails Master Plan. The existing Trail Master Plan was developed by Halff Associates and was adopted by City Council in 2006.

At the March 26, 2018 City Council Regular Meeting, City Council approved a Professional Services Agreement between the City of Lancaster and Dunaway Associates. The overall planning process for completion of the Master Plan is estimated to be 7 - 9 months and requires the appointment of a Trails Advisory Committee that will be involved in the "touch points" of every task (e.g. Kick off meeting; Benchmark Tour; Conceptual and Preliminary Trail Plan creation; etc.). There will be 8 – 10 meetings (Benchmark Tour is one full day) that will require Advisory Committee members attendance.

The Advisory Committee role is to provide input to create the updated plan. It was recommended that a 10 member committee be formed consisting of representatives from the following stakeholders groups:

1. City Council
2. Planning & Zoning Commission
3. Park Board
4. LISD Board
5. North Central Texas Council of Government (Karla Weaver, Senior Program Manager responsible for bicycle and pedestrian programs)
6. Business Stakeholders
7. Avid trail users (citizens)
8. City Planning staff

At the April 16, 2018 Work Session, City Council was briefed on the Trails Advisory Committee Master Plan member appointment process.

On April 23, 2018, the following members were appointed:

- Stanley Jaglowski, Deputy Mayor Pro Tem
- Mark Powell
- Gretchen Weaver, Library Board
- Bridgette Smith
- Sean Mixon
- Petra Covington, 4B/Park Board
- Gregory Buchanan, LISD
- John Paulus
- Jeremy Reed, Planning & Zoning

- Kevin Kokes, NCTCOG

On May 22, 2018, the consultant firm, Dunaway Associates, conducted a kick-off meeting to update the City Council appointed Committee.

Planning and Zoning Commissioner, Karen Collins, and Lancaster ISD Interim Facilities Director, James Thomas were appointed to replace Jeremy Reed and Gregory Buchanan at the July 30, 2018 City Council Special Meeting.

**Operational Considerations:**

Ms. Bridgette Smith had to resign due to a job relocation; therefore, City Council will need to appoint a replacement advisory committee member. Mr. Kevin Mondy has expressed an interest in serving.

**Public Information Considerations:**

This item is being discussed and considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may appoint a new committee member.
2. City Council may choose to leave the position vacant.

**Recommendation:**

Should City council desire to replace Ms. Smith, staff recommends consideration of Mr. Kevin Mondy who has expressed an interest in serving.

# LANCASTER CITY COUNCIL

## City Council Regular Meeting

4.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda.

**Goal(s):** Healthy, Safe & Engaged Community  
Quality Development

**Submitted by:** Opal Mauldin-Jones, City Manager

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### **Agenda Caption:**

M18-12 Consider an appeal of the Planning and Zoning Commission decision regarding exception to the shrubbery requirement from the Landscape Ordinance for three (3) proposed and one (1) existing warehouse properties located at 1101, 1107, 1113 and 1119 Katy Street Lancaster, Dallas County Texas.

### **Background:**

1. **Location and Size:** The properties are located at 1101, 1107, 1113 and 1119 Katy Street and are 0.87 acres, 0.89 acres, 0.90 acres and 0.91 acres in size respectively.
2. **Current Zoning:** The subject properties are currently zoned Light Industrial (LI).
3. **Adjacent Properties:**  
North: PD - Planned Development - Light Industrial (vacant)  
South: LI - Light Industrial (vacant)  
East: LI - Light Industrial (industrial and residential uses)  
West: PD-LI & LI – Planned Development - Light Industrial and Light Industrial (industrial uses and vacant)
4. **Comprehensive Plan Compatibility:** The Comprehensive plan identifies this site as suitable for Commercial uses.

### **Operational Considerations:**

The applicant is planning to construct three warehouse buildings and has an existing structure on the properties addressed as 1101, 1107, 1113 and 1119 Katy Street respectively and is requesting for an exception from Section 14.804, Subsection (b) Required Site Landscaping (1) Minimum Required Landscape (5) Shrubby Required of the Lancaster Development Code (LDC) which states that "At least one shrub shall be required for every fifty (50) square feet of the required landscape area. Placement of such shrubbery shall be taken into consideration as to the plant at full maturity, and be located so as not to conflict with vehicular or pedestrian traffic visibility". The applicant is proposing 32 shrubs on 1113 Katy Street instead of the required 126 required shrubs, 32 shrubs on 1107 Katy Street instead of 125 required shrubs, 31 shrubs on 1101 Katy Street instead of the 122 required shrubs and 12 shrubs instead of 127 required shrubs have been installed at 1119 Katy Street.

Section 14.825 of the LDC also states that "the total square footage of the required landscape area may be reduced by 20% if all landscaping materials have lower water demand, as identified by the Texas A&M Extension Service". The applicant is installing 100% xeriscape which aid in water conservation. In addition, the narrow configuration of the lot makes it challenging to fit the required number of shrubs on the property since the LDC requires that 100% of the total landscaping be located in front of and along the side of buildings with street frontage in Industrial zoning districts. Therefore staff recommends approval of the shrubbery exception request as presented since the landscaping meets the overall intent and spirit of the LDC.

Section 14.804, Subsection (a) Right-of-way Landscaping Requirements (2) Street Tree Requirement of the Lancaster Development Code (LDC) states that, " Large shade trees, as defined in Section 14.805 for rights-of-way, shall be provided in the required buffer in numbers equal to one tree for each fifty (50) feet of street frontage". The property addressed as 1119 Katy Street has 150 linear feet and is required to have three (3) trees installed on the property. 1119 Katy Street does not currently have trees on the property as required. Staff recommends that the applicant install the required number of trees on this property. All required trees are being provided on the site.

The Planning and Zoning Commission considered the exception at the August 7, 2018 Regular City Council Meeting. The Commission denied the exception as submitted. Commissioner Reed made a motion to grant a special exception of sixty percent (60%) of what staff could already allow of the eighty percent (80%) for xeriscape. The totals for each property comes out to 76 shrubs for 1113 Katy Street, 75 shrubs for 1107 Katy Street, 73 shrubs for 1101 Katy Street and 76 shrubs for 1119 Katy Street. As well as the recommendation that the applicant meet the requirements for the three (3) trees on 1119 Katy Street. The motion was Seconded by Commissioner Collins. The vote was cast 2 for, 1 against.

**Legal Considerations:**

The City Attorney has of the opinion that an ability by City Council to consider an appeal from a landscape variance denial by P&Z, with the 75% approval threshold necessary for overturning.

**Public Information Considerations:**

This item is being considered at a Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. City Council may approve the exception, as presented.
2. City Council may approve the exception with changes and state those changes.
3. City Council may deny the exception.

The Planning and Zoning Commission recommend denial. The Lancaster Development Code Section allows the applicant to appeal the decision to City Council. Note that super majority is required for approval of the appeal.

**Recommendation:**

Staff recommends approval of the exception request for the shrubbery requirement as presented and recommends the applicant install the required number of trees on the property addressed as 1119 Katy Street.

**Attachments**

Site Plan

P&Z Staff Report

Location Map

Landscape Plan

P&Z Draft Minutes - August 7, 2018

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## CITY OF LANCASTER'S BOARDS AND COMMISSIONS

### Planning & Zoning Commission

Item 4.

**Meeting Date:** 08/07/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community  
Quality Development

**Submitted by:** Bester Munyaradzi, Senior Planner

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### **Agenda Caption:**

M18-12 Consider an exception to the shrubbery requirement from the Landscape Ordinance for three (3) proposed and one (1) existing warehouse properties located at 1101, 1107, 1113 and 1119 Katy Street Lancaster, Dallas County Texas.

### **Background:**

1. **Location and Size:** The properties are located at 1101, 1107, 1113 and 1119 Katy Street and are 0.87 acres, 0.89 .090 and .91 acres in size respectively.
2. **Current Zoning:** The subject properties are currently zoned Light Industrial (LI).
3. **Adjacent Properties:**  
North: PD - Planned Development - Light Industrial (vacant)  
South: LI - Light Industrial (vacant)  
East: LI - Light Industrial (industrial and residential uses)  
West: PD-LI & LI – Planned Development - Light Industrial and Light Industrial (industrial uses and vacant)
4. **Comprehensive Plan Compatibility:** The Comprehensive plan identifies this site as suitable for Commercial uses.

### **Operational Considerations:**

The applicant is planning to construct three warehouse buildings and has an existing structure on the properties addressed as 1101, 1107, 1113 and 1119 Katy Street respectively and is requesting for an exception from Section 14.804, Subsection (b) Required Site Landscaping (1) Minimum Required Landscape (5) Shrubby Required of the Lancaster Development Code (LDC) which states that "At least one shrub shall be required for every fifty (50) square feet of the required landscape area. Placement of such shrubbery shall be taken into consideration as to the plant at full maturity, and be located so as not to conflict with vehicular or pedestrian traffic visibility". The applicant is proposing **32** shrubs on 1113 Katy Street instead of the required **126** required shrubs, **32** shrubs on 1107 Katy Street instead of **125** required shrubs, **31** shrubs on 1101 Katy Street instead of the **122** required shrubs and **12** shrubs instead of **127** required shrubs have been installed at 1119 Katy Street.

Section 14.825 of the LDC also states that "the total square footage of the required landscape area may be reduced by 20% if all landscaping materials have lower water demand, as identified by the Texas A&M Extension Service". The applicant is installing 100% xeriscape which aid in water conservation. In addition, the narrow configuration of the lot makes it challenging to fit all the required number of shrubs

on the property since the LDC requires that 100% of the total landscaping be located in front of and along the side of buildings with street frontage in Industrial zoning districts. Therefore staff recommends approval of the shrubbery exception request as presented since the landscaping meets the overall intent and spirit of the LDC.

**Note**

Section 14.804, Subsection (a) Right-of-way Landscaping Requirements (2) Street Tree Requirement of the Lancaster Development Code (LDC) states that, " Large shade trees, as defined in Section 14.805 for rights-of-way, shall be provided in the required buffer in numbers equal to one tree for each fifty (50) feet of street frontage". The property addressed as 1119 Katy Street has 150 linear feet and is required to have three (3) trees installed on the property. 1119 Katy Street does not currently have trees on the property as required. Staff recommends that the applicant install the required number of trees on this property.

**Public Information Considerations:**

This item is being considered at a Regular Meeting of the Planning and Zoning Commission noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. Approve the exception, as presented.
2. Approve the exception with changes and state those changes.
3. Deny the exception, as presented.

**Recommendation:**

Staff recommends approval of the exception request for the shrubbery requirement as presented and recommends the applicant install the required number of trees on the property addressed as 1119 Katy Street.

**Attachments**

Location Map

Landscape Plan

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# 1101, 1107, 1113 Katy St

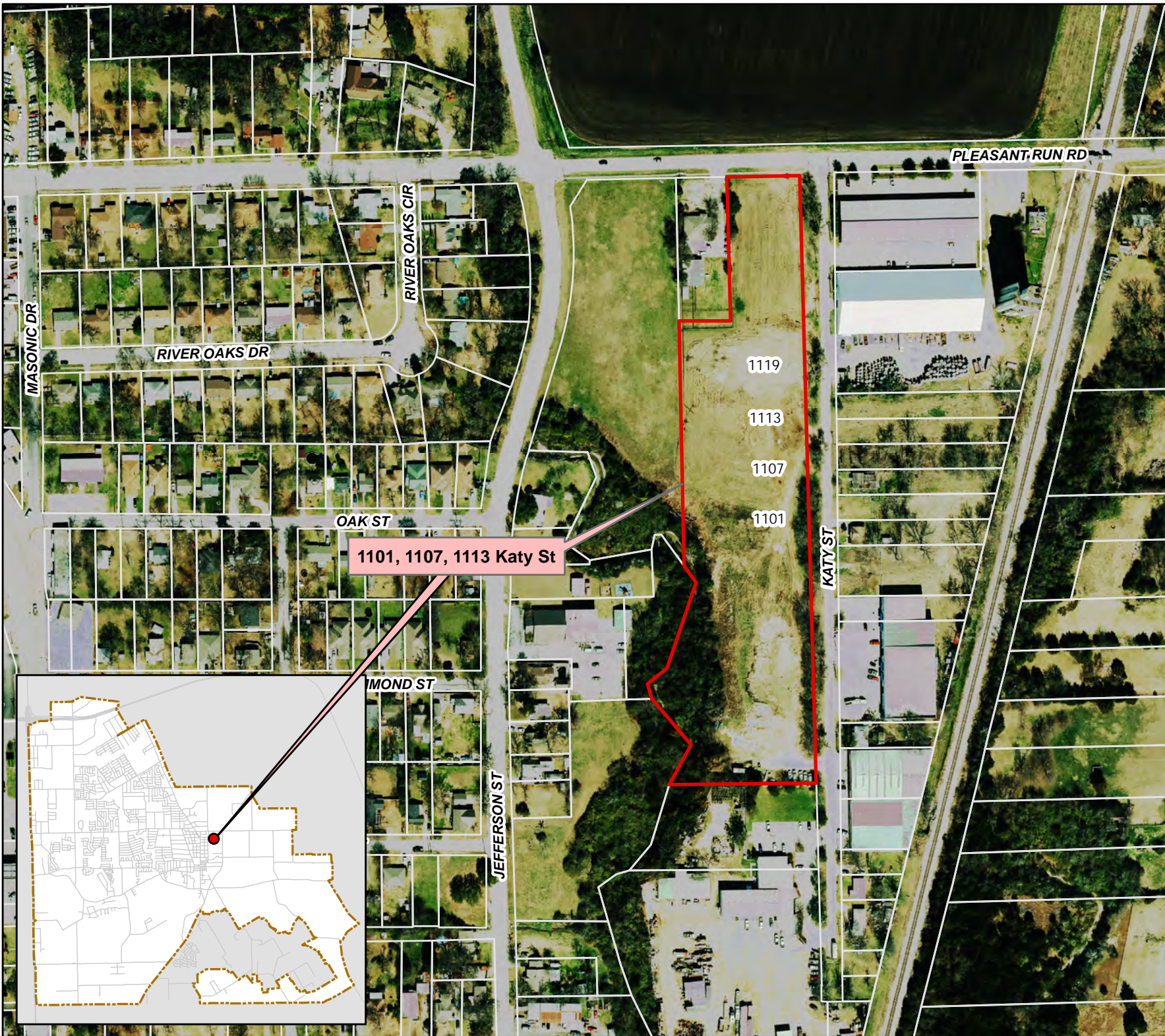


## Legend

-  Parcels
-  City Limits

0 62.5 125 250 Feet

date: 08/01/2018







## MINUTES

### PLANNING & ZONING COMMISSION REGULAR MEETING OF AUGUST 7, 2018

The Planning and Zoning Commission of the City of Lancaster, Texas, met in a Regular Session in the Council Chambers of City Hall on August 7, 2018 at 7:00 p.m. with a quorum present to-wit:

#### **Commissioners Present:**

Cynthia Johnson

Jeremy Reed

Karen Collins

#### **City Staff:**

Bester Munyaradzi, Senior Planner

Emma Chetuya, Planner

Terry Welch, Attorney

#### **ACTION:**

1. **M18-12 Consider an exception to the shrubbery requirement from the Landscape Ordinance for three (3) proposed and one (1) existing warehouse properties located at 1101, 1107, 1113 and 1119 Katy Street Lancaster, Dallas County Texas.**

Planner Chetuya gave the staff report and stated that the applicant is requesting an exception from section 14.804 of the Lancaster Development Code which states that at least one (1) shrub shall be required for every 50 square feet of the required landscape area. The applicant is currently proposing to install **32** shrubs on **1113** Katy Street instead of the required **126** shrubs, **32** shrubs on 1107 Katy Street instead of the required **127** shrubs, **31** shrubs on 1101 Katy Street instead of the required **122** shrubs and **12** shrubs instead of **127** shrubs required have already been installed on 1119 Katy Street. Section 14.825 of the Lancaster Development Code states the total square footage of the required landscape area may be reduced by 20% if all landscaping materials have lower water demand. The applicant is installing 100% xeriscape which will aid in water conservation. In addition, the narrow configuration of the lot makes it challenging to fit all the required number of shrubs on the property since the Lancaster Development Code requires that 100% of the total landscaping be located in front of and along the side of buildings with street frontage in Industrial zoning districts. Staff recommends approval of the shrubbery exception request as presented since the landscaping meets the overall intent and spirit of the Lancaster Development Code. Staff also noted that section 14.804, Subsection (a) Right-of-way Landscaping Requirements (2) Street Tree Requirements of the Lancaster Development Code states that, "Large shade trees as defined in Section 14.805 for rights-of-way shall be provided in the required buffer in numbers equal to one tree for each fifty (50) feet of street frontage". The property addressed as 1119 Katy Street has 150 linear feet and is required to have three (3) trees installed on the property. 1119 Katy Street does not currently have trees on the property as required. Staff recommends the applicant install the required number of trees on this property.

Commissioner Reed asked what it means for staff to recommend that the applicant do what is required; is there a way to require that the code be met, whether the existing building was built before the Landscape Ordinance and if a Certificate of Occupancy (CO) was issued. He stated that he would think the landscaping would be required prior to the issuance of the CO.

Commissioner Collins commented that the area where the building is located does seem almost impossible to plant the required shrubs.

Commissioner Reed noted that the landscape requirement is a percentage of the overall lot size and is not convinced how the requirement couldn't be met regardless of the property shape and size. He also asked if it was possible to move the building back in order to fit in the landscaping.

Commissioner Johnson asked why the issue was agreed upon then and not discussed/settled at that time

The applicant, Mayor Pro-Tem Meija, stated the purpose of the request is due to the narrow configuration of the property. After the driveway approaches are accounted for, it leaves about 50 linear feet for landscaping. Installing the required landscaping would take away from the functionality of the property. He also mentioned the use of 100% xeriscaping to preserve water and reduce some of the water issues in the City.

After some further discussions, Commissioners expressed their concerns with 100% xeriscape, the lack of details as to what plant types would be used and what the landscape would look like.

**MOTION:** Commissioner Collins made a motion to approve action item number 4. No one seconded, the motion failed.

Commissioner Reed asked staff if the numbers in the staff report are before the 20% reduction for landscaping. Planner Chetuya stated that the calculations are after the 20% reduction for xeriscape.

**MOTION:** Commissioner Reed made a motion to grant a special exception of sixty percent (60%) of the eighty percent (80%) for xeriscape. The totals for each property comes out to **76** shrubs for 1113 Katy Street, **75** shrubs for 1107 Katy Street, **73** shrubs for 1101 Katy Street and **76** shrubs for 1119 Katy Street; and for the applicant to meet the required three (3) trees on 1119 Katy Street. The motion was seconded by Commissioner Johnson. The vote was cast 2 for, 1 against.

## LANCASTER CITY COUNCIL

### City Council Regular Meeting

5.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community

**Submitted by:** Dori Lee, Civil Service Director

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#### **Agenda Caption:**

Discuss the appointment of a Committee to consider an application for a City Facility Name Change Request.

#### **Background:**

On July 10, 2018, the City Secretary's Office received an application from Tiwanda Shaw requesting to rename the current facility "Public Safety Building" to proposed "Craig L. Shaw Public Safety Building."

As outlined in Resolution 2018-02-17, Naming of City Facilities Policy, Section V, A. Procedures. A City Council subcommittee will be formed and be responsible for recommending a name for City facilities to the entire City Council for consideration. The subcommittee will be made up of five (5) individuals. Two (2) council members, at least one representative from a Board or Commission which oversees the city function of the City facility, and 2 members at large representing the public. If a relevant advisory board or commission does not exist, then the subcommittee will be made up of three (3) council members.

At the Monday, August 6, 2018 City Council Work Session, Council discussed the process for consideration of the application.

Resolution 2018-02-17, Naming of City Facilities Policy, Section V, iii. Procedures states:

"iii. The appointments shall be made by the Mayor subject to City Council approval."

#### **Operational Considerations:**

The purpose of this item is for City Council to discuss and consider processing of the application in compliance with the Naming of City Facilities Policy. A committee should consist of:

1. 2 City Council members
2. 1 Civil Service Commission member, and
3. 2 Citizens at large

#### **Public Information Considerations:**

This item is being considered at Regular Meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

#### **Options/Alternatives:**

As discussed during the Special Work Session, City Council has various options as authorized by the policy.

#### **Recommendation:**

There is no staff recommendation.

#### **Attachments**

Application

Policy

Public Safety Facility Renaming Request City Council Sub-Committee Form

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received  
7-10-18 1:16pm ANN



## City Facility Naming Change Request

### NAMING RECOMMENDATION REQUIREMENTS

#### Applicant Information

Date of Application: 7-10-2018

Name: T. Wanda Shaw

Address: 16868 Foxhorn Lane

City: Grand Prairie State: TX Zip: 75054

Phone Number: 469-233-6551 E-mail: [REDACTED]

Current Facility Name: City of Lancaster Public Safety Building

Proposed Facility Name: Craig L. Shaw Public Safety Building

Type of Name:

☒ Rename ☐ Honorary Name ☐ New Name

Reasons for Facility Name Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☒ Check if reason/description is attached

City of Lancaster City Secretary Office use only:  
Application Received: July 10, 2018 Assigned to Department: Human Resources (Civil Service)  
1:30p.m.

City of Lancaster  
211 N. Henry Street  
Lancaster, TX 75148  
972-218-1300



## City Facility Naming Recommendation

### NAMING RECOMMENDATION REQUIREMENTS

Date: 7-10-2017

Recommending Body: \_\_\_\_\_

Recommending Body Representative(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Name(s): Craig L Shaw Public Safety Building

\_\_\_\_\_  
\_\_\_\_\_

#### Type of Name:

☐ New Name

☐ Honorary Name

☒ Rename

#### Name Assigned to:

☐ Development Area

☒ Municipal Facility

☐ Park

☐ Recreational Facility

☐ Other \_\_\_\_\_

#### Information Required:

☒ Reason/Justification for request

☒ Site Location

☒ Biography of person

☐ Articles/newspaper clippings

☐ Family consent, if available

☒ Awards/citations

# TIWANDA SHAW

6868 Foghorn Lane  
Grand Prairie, TX 75054 | 469-233-6551

July 10, 2018

Mayor and City Council  
City of Lancaster, Texas  
211 N. Henry Street  
Lancaster, Texas 75146

Dear Honorable Mayor and City Council:

Please accept this letter as a request to rename the City of Lancaster Public Safety Building; the Craig L. Shaw Public Safety Building. This request complies with City of Lancaster Resolution 2018-02-17. This request also meets the following criteria outlined under Policy:

- A. Demonstrated excellence, courage or exceptional service to the citizens of the City of Lancaster (sustained, continuous public service over a period of 25 years or two thirds of the person's life space);  
June 20, 2010 Craig L Shaw exhibited courage beyond expectation by facing a gunman while protecting others and made the ultimate sacrifice.
- D. Risked his or her life to save or protect others.
- E. Achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brought considerable benefit or great honor to the City of Lancaster.
- F. Made an outstanding contribution to Lancaster.

It is my belief my husband earned the honor of having the Public Safety Building named in his honor when he gave of himself and his life on June 20, 2010. On his last Father's Day my husband would spend on earth, he ran towards danger to protect the citizens of Lancaster with no concern for danger he faced. This was not the first time he put others ahead of himself nor is it something he wouldn't do again if given the chance. Many of Craig's fellow officers can attest that he was always the officer they could depend on to lead the way with no hesitation to protect those around him, including his peers.

During Craig's time with the Lancaster Police Department, he was an outstanding officer and made a huge impact on the lives of all that were fortunate to know or meet him. At a later date, I hope to provide numerous letters and messages I have received from citizens and officers alike with stories of his heroism and how just one encounter or conversation with Craig changed their lives. Craig treated all people with respect and compassion regardless of age, race or status. He was the kind of officer communities today are eager to obtain.

Although it has now been eight years my family has had to move forward as best without him, it has been eight years filled with pride and honor that God chose us to be his wife, kids and family. Please consider honoring Craig and solidifying his legacy for generations to come by bestowing his name on what is currently the City of Lancaster Public Safety Building.

Thank you in advance for taking the time to consider this request.

Respectfully,

*Tiwanda Shaw*

Tiwanda Shaw

Surviving Spouse of Sergeant Craig L. Shaw E.O.W. 6-20-2010

## Sergeant Craig Lamont Shaw

Affectionately referred to by his friends and loved ones; Craig Lamont Shaw was born in Dallas, Texas on January 1, 1973. He was the second of five children born to Lee and Geraldine Shaw. At an early age he was known as a helper and peacemaker who was always cheerful, outgoing and eager to take on any task or challenge.

Craig was educated in the Dallas Independent School District and is a member of the Class of 1991 from H. Grady Spruce High School. While at H. Grady Spruce, Craig was a member of both the Junior and Varsity Football team. He furthered his formal education at Trinity Valley Community College in Athens, Texas, Texas Southern University in Houston, Texas and Cedar Valley College in Dallas, Texas.

At an early age, he became a Christian and joined Southern Hills Church of Christ under the direction of Minister Dr. James Maxwell.

In 1990 he met his wife and lifelong partner, Tiwanda Young. Craig and Tiwanda were married August 2, 1996. To this union two beautiful children were born; D'Andrea Nicole and Christopher Craig. He was a devoted and loving husband and father. Craig's life was the definition of "friend" to all who came to know him.

Craig began his career in law enforcement as a Warrants Verification Clerk at the City of Dallas Marshals Office in 2001. He was later promoted as a Detention Officer. While at the Marshals Office, he decided to pursue a career in Law Enforcement and using his own resources attended the Police Academy at Cedar Valley College, Dallas, Texas. While attending Cedar Valley College, Craig applied to the Lancaster, Texas Police department and received an offer to become a member of the Lancaster Police Department in January 2005.

Craig graduated number one in his class and earned the Top Gun Achievement for having the best overall average in Firearm Qualifications and the Iron Man Achievement for the best overall qualifications. He was also the Captain of his Police Academy class.

At the Lancaster Police Department, he received numerous awards and recognitions for performance above and beyond the call of duty. One such award was received on May 24, 2007, for apprehending a group of individuals responsible for a string of burglaries in the city and another for Meritorious Conduct Award for chasing a suicidal suspect that had fought with him whom he grabbed before he could jump over an overpass on I-35; preventing serious injury or even death to the individual.

Craig was assigned to the Lancaster Special Response Team in February 2007. He later became a member of the Southern Regional Special Response Team which serves multiple cities and counties. He was a certified Firearms Instructor for the Lancaster Police Department and received his instructor certification to teach Gracie Combatives for Military and Law Enforcement from the Gracie Jiu-Jitsu Academy. He received numerous certifications in various areas of police work through advanced instructions and studies.

On June 20, 2010, while coming to the assistance of a fellow officer, Craig was gunned down by a lone gunman. He was awarded the Medal of Honor, the Medal of Valor, and the Police Cross for this act of bravery. Craig was also awarded the 2010 Officer of the Year Award. He was posthumously promoted to Sergeant on June 20, 2018. June 20<sup>th</sup>, has been proclaimed Craig Lamont Shaw Day in the cities of Lancaster, Texas and Midlothian, Texas; with more cities interested in following suit next year.



*City of  
Lancaster*

<b>SUBJECT:</b> Naming of City Facilities Policy		<b>POLICY NO.:</b> Resolution 2018-02-17
<b>APPROVED BY:</b> City Council Resolution	<b>POLICY DATE:</b> February 26, 2018	<b>REVISED DATE:</b> N/A

- I. Purpose
- II. Objective
- III. Scope
- IV. Policy
  - A. Naming Criteria
- V. Municipal Facilities
  - A. Procedures
  - B. Guidelines
  - C. Renaming Existing Facilities
- VI. Park Land and Facilities
  - A. Procedures
  - B. Guidelines
  - C. Renaming Existing Facilities
- VII. Street Name Changes
  - A. Procedures
    - i. Reasons for Name Change
    - ii. Application by Petition
    - iii. City initiated Changes
    - iv. Processing; Approvals or Denials; Installation of Changes
  - B. Street Naming Alternatives

## **I. PURPOSE**

This policy is implemented to establish uniform criteria and procedures, applicable to all persons, groups, firms and agencies, associated with the naming or renaming of City facilities, including buildings, parks, recreational facilities, streets and other publicly owned facilities.

## **II. OBJECTIVE**

To establish a systematic and consistent approach for the official naming of City facilities.

To establish a policy that considers community tradition and continuity of name, while utilizing established criteria that emphasize geography, local history, community values and character, civics and service to the City of Lancaster in the naming or renaming of municipal facilities.

## **III. SCOPE**

All City of Lancaster property and publicly owned rights of way.

## **IV. POLICY**

The primary function of naming development areas, parks, municipal facilities, streets and honorary streets is to recognize and commemorate noteworthy persons associated with Lancaster, reflect Lancaster's heritage, and to recognize the flora, fauna, and natural features of the community. Streets and facilities should generally be named after people, places and events having made a significant impact on the quality of life within the city, and/or events of significance to the city's development.

### **A. Naming Criteria**

i. Proposed names should generally met one of the following criteria:

- 1) To honor and commemorate noteworthy persons or organizations who made exceptional contributions to the City of Lancaster, including one or more of the following:
  - a. Demonstrated excellence, courage or exceptional service to the citizens of the City of Lancaster (sustained, continuous public service over a period of 25 years or two-thirds of the person's life space);
  - b. Volunteered and gave extraordinary help or care to individuals, families or groups, or supported community services or humanitarian causes;
  - c. Worked to foster equality and reduce discrimination;
  - d. Risked his or her life to save or protect others;
  - e. Achieved a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brought considerable benefit or great honor to the City of Lancaster;
  - f. Made an outstanding contribution to Lancaster;
  - g. Made a significant financial contribution to the City;
  - h. Public service as an elected official; and
  - i. Public service as a community volunteer.
- 2) To commemorate local history, places, events, culture, ethnic or gender diversity of the community, including early pioneers who have contributed significantly to the city.
- 3) To strengthen neighborhood identity;

- 4) To recognize native wildlife, natural features, or flora and fauna of the geographical or topographical features related to the City of Lancaster.
- ii. The following names shall not be used:
  - 1) When renaming a street, names of living persons for streets, other than a recognized national figure;
  - 2) Duplicative names of streets already existing within the city;
  - 3) Names that are similar to existing parks, properties, or facilities in the City system (or other systems in the region) should not be considered in order to minimize confusion;
  - 4) Names which are, and could be considered discriminatory or derogatory, or that express a particular political affiliation; and
  - 5) Names that could be considered advertising.
- iii. This policy shall not affect the platting or designation of new city streets.
- iv. Requests will not be considered when submitted by an individual or a group for self-nomination. The only exception to this policy is when a significant financial contribution is made and the naming is a condition of the gift.
- v. There must be a well-defined connection associated with the contributions of the individuals or community organization and the City facility.
- vi. The significance of the contribution from the individual/organization needs to be evaluated in terms of the service impact of the City facility. Programs and projects must be described in specific quantifiable terms.
- vii. Individuals and organizations that have made contributions of regional or community wide significance may be considered for naming of facilities that serve the region or community.
- viii. Individuals and organizations that have made contributions of area or neighborhood wide significance may be considered for naming facilities that serve areas or neighborhoods within the City.
- ix. The City reserves the right to change the name to maintain consistency with these policies. However, the City must review prior documentation for initial naming or renaming of public property or right of way. Names that have become ingrained or widely accepted in the community should not be abandoned unless Council has amended current policy or there are compelling reasons and strong public sentiment for doing so. Historical or commonly-used place names should be preserved wherever possible
- x. When City property is named for an individual/organization, this action in no way gives the individual, family members or organization naming rights over other features on the property. Features within the facility or on the property will remain eligible for naming without the consent of the individual or family members for which the property is currently named.

## **V. MUNICIPAL FACILITIES**

### **A. Procedures**

- i. A City Council subcommittee will be formed and be responsible for recommending a name for City facilities to the entire City Council for consideration.
- ii. The subcommittee will be made up five (5) individuals. Two (2) councilmembers, at least one representative from a Board or Commission which oversees the city



function of the City facility, and 2 members at large representing the public. If a relevant advisory board or commission does not exist, then the subcommittee will be made up of three (3) councilmembers.

- iii. The appointments shall be made by the Mayor subject to City Council approval.
- iv. The Subcommittee shall be responsible for research, study, and recommendation of a proposed name to the City Council. Recommendations, including rationale for the recommendations shall be submitted to the entire City Council in writing.
- v. Any recommendation which involved the name of a person shall include the following:
  - 1) Application
  - 2) A biographical or informational sketch;
  - 3) Rationale supporting the nomination; and
  - 4) The name(s) of the person(s) or supporting group(s) responsible for the nomination.
- vi. The Subcommittee shall solicit and use public input during the formation of such recommendations.
- vii. The Subcommittee may also solicit and use input from City Staff during the formation of such recommendations.
- viii. The Subcommittee must approve the recommendation by a simple majority.
- ix. The City Council shall approve by resolution or disapprove the name recommended by the Subcommittee.
- x. If the recommendation(s) is disapproved by the City Council, then the matter may be referred back to the Subcommittee for further action.

#### **B. Guidelines**

- i. City facilities shall be named at the earliest possible and most appropriate date.
- ii. Facilities such as a City Hall, Municipal Court, Police Station, Fire Station, Municipal Service Center, etc. shall include the name for the function that they serve to the public in order to prevent confusion and misrepresentation of the facility's mission (such as Jane Doe Municipal Airport or John Doe Memorial Fire Station)
- iii. The Subcommittee may recommend that the facility may be dedicated in honor of an individual in lieu of naming.
- iv. City facility names shall be familiar to the majority of citizens, easy to recall, and unique and lasting.
- v. Facilities may not be named for members of the City's staff, boards and commissions, city council, or any other official or employee (elected or otherwise) concerned with the functions and /or control of the City of Lancaster, for so long as such relationship exists.
- vi. Nothing herein shall be construed to require the City Council to name every facility.
- vii. Individual rooms, such as a conference room, etc., may be given a name which is different from that of the overall facility. The procedure for naming such a room shall be the same as for naming an entire facility.
- viii. The Subcommittee shall not contact any individuals whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes until such decision is taken to the entire City Council for discussion and action.

- ix. Once a name has been established, the Building Services Department will be responsible for the installation of appropriate signage and markers.

### **C. Renaming Existing Facilities**

- i. Proposals to rename facilities are not encouraged and should be entertained only after fully investigating and considering potential impact of dropping the current. When appropriate, facilities may be renamed. The procedure for doing so shall be the same for originally naming the facility.
- ii. Public requests to rename existing facilities will be received by the City Secretary's Office and directed to the appropriate department for further investigation and evaluation against naming criteria.

## **VI. PARK LAND AND FACILITIES**

### **A. Procedures**

- i. The Parks and Recreation Advisory Board ("Parks Board") may be notified of the need to name a park or facility by the City Council, City Manager.
- ii. The Chairman of the Parks Board shall name a committee that will be responsible for recommending a name for all park lands and facilities to the Board.
- iii. The committee shall be responsible for research, study, and recommendation of a proposed name to the Board. Recommendations, including rationale for the selection of the recommended name shall be given in writing.
- iv. Any recommendation which involved the name of a person shall include the following:
  - 1) Application
  - 2) A biographical or informational sketch;
  - 3) Rationale supporting the nomination; and
  - 4) The name(s) of the person(s) or supporting group(s) responsible for the nomination.
- v. The committee shall solicit and use public input during the formation of such recommendations.
- vi. The committee may also solicit and use input from City Staff during the formation of such recommendations.
- vii. The Parks Board shall also solicit and use public input during the formation of such recommendations.
- viii. The Parks Board shall confirm or reject the name recommended by the committee.
- ix. If the committee's recommendation is rejected by the Parks Board, then the matter may be referred back to the committee for further action.
- x. All recommended names for such facilities must be confirmed by a majority vote of the members of the Parks Board.
- xi. Upon confirmation, the recommended name shall be forwarded to the City Council for the consideration and final approval.
- xii. The City Council shall approve by resolution or disapprove the name recommended by the Parks Board.
- xiii. If the recommendation(s) is disapproved by the City Council, then the matter may be referred back to the Parks Board for further action.

## **B. Guidelines**

- i. Names for new parks shall typically be established within 90 days from the date of land acquisition or at the earliest possible time. The name of new facilities shall be established prior to the completion of construction. Names for parts or areas of parks and facilities may be established at any time.
- ii. The committee may recommend that the facility may be dedicated in honor of an individual in lieu of naming.
- iii. Park land and facility names shall be familiar to the majority of citizens, easy to recall, and unique and lasting.
- iv. Facilities may not be named for members of the City's staff, boards and commissions, city council, or any other official or employee (elected or otherwise) concerned with the functions and /or control of the City of Lancaster, for so long as such relationship exists.
- v. Nothing herein shall be construed to require the City Council to name every facility.
- vi. Parts or areas within the park or recreation facility may be given a name which is different than the park or building. Such parts or areas may include (but are not to be limited to) gardens, playgrounds, athletic fields, structures, swimming pools and meeting rooms. Names for such facilities shall be established by the same criteria and procedures
- vii. The committee shall not contact any individuals whose names are under consideration. It shall also keep strictly confidential all information it has received or discussed, and any recommendation(s) it makes until such decision is taken to the entire City Council for discussion and action.
- viii. Once a name has been established, the Director of Quality of Life and Cultural Services will be responsible for the installation of appropriate signage and markers.

## **C. Renaming Existing Facilities**

- iii. Proposals to rename facilities are not encouraged and should be entertained only after fully investigating and considering potential impact of dropping the current. When appropriate, facilities may be renamed. The procedure for doing so shall be the same for originally naming the facility.
- iv. Public requests to rename existing facilities will be received by the City Secretary's Office and directed to the appropriate department for further investigation and evaluation against naming criteria.

# **VII. STREET NAME CHANGES**

## **A. Procedures**

### **i. Reasons for Name Change**

Applications for a street name change may be considered for any one (1) of the following reasons, which must be specified in the application:

- 1) To establish continuity of the street's name.
- 2) To eliminate name spelling duplication, phonetic duplication, or misspelling.
- 3) To bring coherence to the street numbering designation (east, west, north, south).
- 4) To provide a necessary roadway designation (Street, Road, Lane, Circle,

Drive, Boulevard, and similar designations).

- 5) To honor a person, place, institution, group entity, event or similar subject, subject to Naming Criteria listed in this policy.
- 6) To enhance a neighborhood through association of the street name with its location, area characteristics, history, or similar factors, subject to the Naming Criteria listed in this policy.

**ii. Application by Petition**

- 1) An application for a change of the name of a street may be filed by any person, group, firm or agency with the Department of Public Works in the form of a petition signed by not fewer than eighty percent (80%) of all owners, or owner's attorney-in-fact, of property abutting the subject street. "Owners" of such abutting property shall be determined by the then-current city real property ad valorem tax roll. The applicant shall make a formal request for the official application form from the Department of Public Works Engineering Division. The petition shall contain the following minimum information:
  - a. A detailed description of the request;
  - b. The owner's address, printed name, signature, and whether they oppose or suppose the street name change.
- 2) The application shall state the present official name of the city street, the proposed new name, and a statement of the reason or reasons from among those listed above. The application shall also indicate the name and address of each person, group, agency, or entity requesting the street name change and responsible for payment of the associated costs for signage and installation.

**iii. City Initiated Changes**

- 1) In all instances where it is the city's recommendation that a street name be changed, the department head shall file a request for a change of the name of a street with the Department of Public Works. The written request shall state the present official name of the city street, the proposed new name, and a statement of reason or reasons, from among those listed above, claimed for such name change.

**iv. Processing; Approvals or Denials; Installation of signs**

- 1) Upon receipt of a completed application form, the Public Works Department shall confirm that the petition meets the requirements provided herein and the city-initiated request meets the requirements provided herein.
- 2) If a completed application form is not submitted to the Public Works Department by the application within ninety (90) days of the date of the formal request for the application, the application is considered expired.
- 3) In all cases where the application by petition has expired or been rejected for not meeting any of the requirements provided herein, any applicant may submit a second formal request for application for the same street only after a period five (5) years from the date of the previous formal request for application.
- 4) Upon confirming that the petition or city-initiated request meets the requirements of this article, the Public Works Department will determine the costs associated with the installation of new city street name signs.
- 5) The Public Works Department will notify by mail all the property owners on

the subject street to verify the petition. The letter will also notify the residents of the cost for the installation of new city street name signs and provide contact information for the collection of payments. If more than 20% of the property owners contact the city objecting to the street name change, in writing, the City will deny the street name change application.

- 6) If all cases where the application by petition has been approved such approval is contingent on the city's receipt of advance payment for the costs associated with the installation of new city street name signs by the person, group, agency, or entity designated on the application as responsible for such payment.
- 7) All approved street name changes shall be forwarded to the Streets Division for the ordering of and installation of the new street name signs.
- 8) The Public Works Department shall provide a copy of each street name change to the local utility companies, all department directors, 911 administrators, Dallas Central Appraisals District, U.S. Postal Service, and county voter's registrar's office.

#### **B. Street Naming Alternatives**

- i. Individuals and organizations are encouraged to consider alternatives to street renaming for the commemoration of individuals or organizations. For example, interpretative plaques at key locations on buildings or sites, or where appropriate, in sidewalks or other visible pedestrian areas.
- ii. In some cases, an "Honorary Street" designation may be given to certain sections of existing streets to commemorate the lives of important community members. A commemorative street blade sign may be mounted below the official street name for a defined length of the street, if approved, at the expense of the applicants. "Honorary designations" of streets may be considered as requests for renaming facilities.
- iii. For "Honorary Street" designations, the City shall develop and provide a standard sign specification for approved requests.



# City Facility Naming Recommendation

## NAMING RECOMMENDATION REQUIREMENTS

Date: \_\_\_\_\_

Recommending Body: \_\_\_\_\_

Recommending Body Representative(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Name(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Type of Name:

☐ New Name      ☐ Honorary Name      ☐ Rename

### Name Assigned to:

☐ Development Area      ☐ Municipal Facility      ☐ Park  
☐ Recreational Facility      ☐ Other \_\_\_\_\_

### Information Required:

☐ Reason/Justification for request      ☐ Site Location  
☐ Biography of person      ☐ Articles/newspaper clippings  
☐ Family consent, if available      ☐ Awards/citations



# City Facility Naming Change Request

## NAMING RECOMMENDATION REQUIREMENTS

### Applicant Information

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current Facility Name: \_\_\_\_\_

Proposed Facility Name: \_\_\_\_\_

Type of Name:

☐ Rename

☐ Honorary Name

☐ New Name

Reasons for Facility Name Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Check if reason/description is attached

City of Lancaster City Secretary Office use only:

Application Received: \_\_\_\_\_ Assigned to Department: \_\_\_\_\_

City of Lancaster  
211 N. Henry Street  
Lancaster, TX 75146  
972-218-1300



# Public Safety Facility Renaming Request

## City Council Sub-Committee

**Staff Liaison:**

Dori Lee, Civil Service/Human Resources Director

**City Council Representatives:**

\_\_\_\_\_

\_\_\_\_\_

**Civil Service Commission Representative:**

\_\_\_\_\_

**Citizens at Large Representatives:**

\_\_\_\_\_

\_\_\_\_\_



## LANCASTER CITY COUNCIL

### City Council Regular Meeting

6.

**Meeting Date:** 08/13/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda.

**Goal(s):** Financially Sound Government

**Submitted by:** Opal Mauldin-Jones, City Manager

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#### **Agenda Caption:**

Discuss the proposed FY 2018/2019 tax rate of \$0.8675 per \$100 assessed valuation, receive related tax calculation documents, take record vote to consider a tax rate to increase total tax revenues from properties on the tax roll in the previous year and set public hearing dates on the proposed tax rate.

#### **Background:**

Pursuant to Truth-in-Taxation requirements, and following receipt of tax calculations from Dallas County Tax office, the governing body must take a record vote if considering a tax rate that results in an increase in total tax revenues from properties on the tax roll in the previous year. The governing body must also set and announce the date, time and location of any required public hearings to consider the tax rate.

On Tuesday, July 25, 2018 the Dallas Central Appraisal District released the Certified Values of properties within the City of Lancaster. This data was utilized to calculate the effective rate and roll back rates for the 2018/2019 fiscal year.

The City of Lancaster experienced an increase of 14.40% in taxable property values over the previous fiscal year values.

City of Lancaster Tax Rate Comparison (per \$100 assessed valuation)

Tax Rate Comparison	FY 2017/2018	FY 2018/2019
Certified Values	\$2,248,754,096	\$2,564,358,642
Rollback Tax Rate	\$0.966241	\$0.900543
Effective Tax Rate	\$0.837838	\$0.799447
Proposed Tax Rate	\$0.867500	\$0.867500

The City Manager's proposed budget will raise more total revenue from property taxes than last year's budget.

#### **Recommendation:**

Staff recommends that City Council take a record vote on the proposal to consider a tax rate that will result in an increase in total revenues from properties on the tax roll in the previous year. Council should also announce the date, time and location of the public hearings regarding the proposed tax rate.

The first public hearing is scheduled for Monday, August 20, 2018 at 7:00 p.m. at the Lancaster Municipal Center, 211 North Henry Street, Lancaster, Texas 75146. The second public hearing is scheduled for Monday, August 27, 2018 at 7:00 p.m. at the Lancaster Municipal Center, 211 North Henry Street, Lancaster, Texas 75146.

#### **Attachments**

Effective Tax Rate Worksheet

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# 2018 Tax Rate Calculation Worksheet

Date: 08/02/2018 04:21 PM

## Taxing Units Other Than School Districts or Water Districts

### City of Lancaster

**972.218.1333**

Taxing Unit Name

Phone (area code and number)

**211 N. Henry St., Lancaster, TX 75146**

**www.lancaster-tx.com**

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the effective tax rate and rollback tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest.

School districts do not use this form, but instead use Comptroller Form 50-859 Tax Rate Calculation Worksheet for School Districts.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 Water District Rollback Tax Rate Worksheet.

This worksheet is provided to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### **SECTION 1: Effective Tax Rate (No New Taxes)**

The effective tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the effective tax rate should decrease.

The effective tax rate for a county is the sum of the effective tax rates calculated for each type of tax the county levies.

<b>Effective Tax Rate Activity</b>	<b>Amount/Rate</b>
<b>1. 2017 total taxable value.</b> Enter the amount of 2017 taxable value on the 2017 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-third over-appraisal corrections from these adjustments. This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (will deduct taxes in Line 14). <sup>1</sup>	\$2,273,932,309
<b>2. 2017 tax ceilings.</b> Counties, cities and junior college districts. Enter 2017 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2017 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$0
<b>3. Preliminary 2017 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$2,273,932,309
<b>4. 2017 total adopted tax rate.</b>	\$0.867500/\$100
<b>5. 2017 taxable value lost because court appeals of ARB decisions reduced 2017 appraised value.</b>	
A. <b>Original 2017 ARB Values.</b>	\$76,032,250
B. <b>2017 values resulting from final court decisions.</b>	\$71,616,690
C. <b>2017 value loss.</b> Subtract B from A. <sup>3</sup>	\$4,415,560
<b>6. 2017 taxable value, adjusted for court-ordered reductions.</b> Add Line 3 and Line 5C.	\$2,278,347,869
<b>7. 2017 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2017.</b> Enter the 2017 value of property in deannexed territory. <sup>4</sup>	\$0
<b>8. 2017 taxable value lost because property first qualified for an exemption in 2018.</b>	

<p>Note that lowering the amount or percentage of an existing exemption does not create a new exemption or reduce taxable value. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost to freeport or goods-in-transit exemptions.</p>	
<p><b>A. Absolute exemptions.</b> Use 2017 market value:</p>	<p>\$99,061</p>
<p><b>B. Partial exemptions.</b> 2018 exemption amount or 2018 percentage exemption times 2017 value:</p>	<p>\$2,135,600</p>
<p><b>C. Value loss.</b> Add A and B.<sup>5</sup></p>	<p>\$2,234,661</p>
<p><b>9. 2017 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2018.</b> Use only properties that qualified in 2018 for the first time; do not use properties that qualified in 2017.</p>	
<p><b>A. 2017 market value:</b></p>	<p>\$587,490</p>
<p><b>B. 2018 productivity or special appraised value:</b></p>	<p>\$7,145</p>
<p><b>C. Value loss.</b> Subtract B from A.<sup>6</sup></p>	<p>\$580,345</p>
<p><b>10. Total adjustments for lost value.</b> Add lines 7, 8C and 9C.</p>	<p>\$2,815,006</p>
<p><b>11. 2017 adjusted taxable value.</b> Subtract Line 10 from Line 6.</p>	<p>\$2,275,532,863</p>
<p><b>12. Adjusted 2017 taxes.</b> Multiply Line 4 by Line 11 and divide by \$100.</p>	<p>\$19,740,247</p>
<p><b>13. Taxes refunded for years preceding tax year 2017.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2017. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2017. This line applies only to tax years preceding tax year 2017.<sup>7</sup></p>	<p>\$75,399</p>
<p><b>14. Taxes in tax increment financing (TIF) for tax year 2017.</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2018 captured appraised value in Line 16D, enter 0.<sup>8</sup></p>	<p>\$0</p>
<p><b>15. Adjusted 2017 taxes with refunds and TIF adjustment.</b> Add Lines 12 and 13, subtract Line 14.<sup>9</sup></p>	<p>\$19,815,646</p>
<p><b>16. Total 2018 taxable value on the 2018 certified appraisal roll today.</b> This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 18). These homesteads include homeowners age 65 or older or disabled.<sup>10</sup></p> <p><b>A. Certified values:</b></p> <p><b>B. Counties:</b> Include railroad rolling stock values certified by the Comptroller's office:</p> <p><b>C. Pollution control and energy storage system exemption :</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:</p> <p><b>D. Tax increment financing:</b> Deduct the 2018 captured appraised value of property taxable</p>	<p>\$2,564,358,642</p> <p>\$0</p> <p>\$0</p> <p>\$0</p>

by a taxing unit in a tax increment financing zone for which the 2018 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 21 below. <sup>11</sup>	
E. <b>Total 2018 value.</b> Add A and B, then subtract C and D.	\$2,564,358,642
<b>17. Total value of properties under protest or not included on certified appraisal roll.</b> <sup>12</sup>	
A. <b>2018 taxable value of properties under protest.</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value. <sup>13</sup>	\$23,470,896
B. <b>2018 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value. <sup>14</sup>	\$0
C. <b>Total value under protest or not certified:</b> Add A and B.	\$23,470,896
<b>18. 2018 tax ceilings.</b> Counties, cities and junior colleges enter 2018 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2017 or a prior year for homeowners age 65 or older or disabled, use this step. <sup>15</sup>	\$0
<b>19. 2018 total taxable value.</b> Add Lines 16E and 17C. Subtract Line 18.	\$2,587,829,538
<b>20. Total 2018 taxable value of properties in territory annexed after Jan. 1, 2017.</b> Include both real and personal property. Enter the 2018 value of property in territory annexed. <sup>16</sup>	\$0
<b>21. Total 2018 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2017. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2017, and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2018. <sup>17</sup>	\$109,162,135
<b>22. Total adjustments to the 2018 taxable value.</b> Add Lines 20 and 21.	\$109,162,135
<b>23. 2018 adjusted taxable value.</b> Subtract Line 22 from Line 19.	\$2,478,667,403
<b>24. 2018 effective tax rate.</b> Divide Line 15 by Line 23 and multiply by \$100. <sup>18</sup>	\$0.799447/\$100
<b>25. COUNTIES ONLY.</b> Add together the effective tax rates for each type of tax the county levies. The total is the 2018 county effective tax rate. <sup>19</sup>	

<sup>1</sup>Tex. Tax Code Section 26.012(14)

<sup>2</sup>Tex. Tax Code Section 26.012(14)

<sup>3</sup>Tex. Tax Code Section 26.012(13)

<sup>4</sup>Tex. Tax Code Section 26.012(15)

<sup>9</sup>Tex. Tax Code Section 26.012(13)

<sup>10</sup>Tex. Tax Code Section 26.012

<sup>11</sup>Tex. Tax Code Section 26.03(c)

<sup>12</sup>Tex. Tax Code Section 26.01(c) and (d)

<sup>5</sup>Tex. Tax Code Section 26.012(15)  
<sup>6</sup>Tex. Tax Code Section 26.012(15)  
<sup>7</sup>Tex. Tax Code Section 26.012(13)  
<sup>8</sup>Tex. Tax Code Section 26.03(c)

<sup>13</sup>Tex. Tax Code Section 26.01(c)  
<sup>14</sup>Tex. Tax Code Section 26.01(d)  
<sup>15</sup>Tex. Tax Code Section 26.012(6)  
<sup>16</sup>Tex. Tax Code Section 26.012(17)

## SECTION 2: Rollback Tax Rate

The rollback tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O):** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus eight percent. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt:** The debt tax rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The rollback tax rate for a county is the sum of the rollback tax rates calculated for each type of tax the county levies. In most cases the rollback tax rate exceeds the effective tax rate, but occasionally decreases in a taxing unit's debt service will cause the effective tax rate to be higher than the rollback tax rate.

Rollback Tax Rate Activity	Amount/Rate
<b>26. 2017 maintenance and operations (M&amp;O) tax rate.</b>	\$0.601200/\$100
<b>27. 2017 adjusted taxable value.</b> Enter the amount from Line 11.	\$2,275,532,863
<b>28. 2017 M&amp;O taxes.</b>	
A. Multiply Line 26 by Line 27 and divide by \$100.	\$13,680,503
B. <b>Cities, counties and hospital districts with additional sales tax:</b> Amount of additional sales tax collected and spent on M&O expenses in 2017. Enter amount from full year's sales tax revenue spent for M&O in 2017 fiscal year, if any. Other taxing units enter 0. Counties exclude any amount that was spent for economic development grants from the amount of sales tax spent.	\$1,368,364
C. <b>Counties:</b> Enter the amount for the state criminal justice mandate. If second or later year, the amount is for increased cost above last year's amount. Other taxing units enter 0.	\$0
D. <b>Transferring function:</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in H below. The taxing unit receiving the function will add this amount in H below. Other taxing units enter 0.	\$0
E. <b>Taxes refunded for years preceding tax year 2017:</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2017. This line applies only to tax years preceding tax year 2017.	\$52,254
F. <b>Enhanced indigent health care expenditures:</b> Enter the increased amount for the current year's enhanced indigent health care expenditures above the preceding tax year's enhanced indigent health care expenditures, less any state assistance.	\$0
G. <b>Taxes in TIF:</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2018 captured appraised value in Line 16D, enter 0.	\$0
H. <b>Adjusted M&amp;O Taxes.</b> Add A, B, C, E and F. For taxing unit with D, subtract if discontinuing function and add if receiving function. Subtract G.	\$15,101,121

<b>29. 2018 adjusted taxable value.</b> Enter Line 23 from the Effective Tax Rate Worksheet.	\$2,478,667,403
<b>30. 2018 effective maintenance and operations rate.</b> Divide Line 28H by Line 29 and multiply by \$100.	\$0.609244/\$100
<b>31. 2018 rollback maintenance and operation rate.</b> Multiply Line 30 by 1.08.	\$0.657983/\$100
<b>32. Total 2018 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that: <ul style="list-style-type: none"> <li>(1) are paid by property taxes,</li> <li>(2) are secured by property taxes,</li> <li>(3) are scheduled for payment over a period longer than one year and</li> <li>(4) are not classified in the taxing unit's budget as M&amp;O expenses.</li> </ul> <p>A. <b>Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. Enter debt amount.</p> <p>B. Subtract <b>unencumbered fund amount</b> used to reduce total debt.</p> <p>C. Subtract <b>amount paid</b> from other resources.</p> <p>D. <b>Adjusted debt.</b> Subtract B and C from A.</p>	<p>\$7,645,409</p> <p>\$0</p> <p>\$0</p> <p>\$7,645,409</p>
<b>33. Certified 2017 excess debt collections.</b> Enter the amount certified by the collector.	\$0
<b>34. Adjusted 2018 debt.</b> Subtract Line 33 from Line 32D.	\$7,645,409
<b>35. Certified 2018 anticipated collection rate.</b> Enter the rate certified by the collector. If the rate is 100 percent or greater, enter 100 percent.	100.00%
<b>36. 2018 debt adjusted for collections.</b> Divide Line 34 by Line 35	\$7,645,409
<b>37. 2018 total taxable value.</b> Enter the amount on Line 19.	\$2,587,829,538
<b>38. 2018 debt tax rate.</b> Divide Line 36 by Line 37 and multiply by \$100.	\$0.295437/\$100
<b>39. 2018 rollback tax rate.</b> Add Lines 31 and 38.	\$0.953420/\$100
<b>40. COUNTIES ONLY.</b> Add together the rollback tax rates for each type of tax the county levies. The total is the 2018 county rollback tax rate.	

### SECTION 3: Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its effective and rollback tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its effective tax rate and/or rollback tax rate because it adopted the additional sales tax.

Activity	Amount/Rate
<b>41. Taxable Sales.</b> For taxing units that adopted the sales tax in November 2017 or May 2018, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>20</sup> Estimates of taxable sales may be obtained through the Comptroller's <b>Allocation Historical Summary</b> webpage. Taxing units that adopted the sales tax before November 2017, skip this line.	\$0
<b>42. Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>21</sup>  <b>Taxing units that adopted the sales tax in November 2017 or in May 2018.</b> Multiply the amount on Line 41 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>22</sup>  <b>- or -</b>  <b>Taxing units that adopted the sales tax before November 2017.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$1,368,364
<b>43. 2018 total taxable value.</b> Enter the amount from Line 37 of the Rollback Tax Rate Worksheet.	\$2,587,829,538
<b>44. Sales tax adjustment rate.</b> Divide Line 42 by Line 43 and multiply by \$100.	\$0.052877/\$100
<b>45. 2018 effective tax rate, unadjusted for sales tax.</b> <sup>23</sup> Enter the rate from Line 24 or 25, as applicable, on the Effective Tax Rate Worksheet.	\$0.799447/\$100
<b>46. 2018 effective tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November 2017 or in May 2018.</b> Subtract Line 44 from Line 45. Skip to Line 47 if you adopted the additional sales tax before November 2017.	\$0.799447/\$100
<b>47. 2018 rollback tax rate, unadjusted for sales tax.</b> <sup>24</sup> Enter the rate from Line 39 or 40, as applicable, of the Rollback Tax Rate Worksheet.	\$0.953420/\$100
<b>48. 2018 rollback tax rate, adjusted for sales tax.</b> Subtract Line 44 from Line 47.	\$0.900543/\$100

<sup>17</sup>Tex. Tax Code Section 26.012(17)

<sup>18</sup>Tex. Tax Code Section 26.04(c)

<sup>19</sup>Tex. Tax Code Section 26.04(d)

<sup>20</sup>Tex. Tax Code Section 26.041(d)

<sup>21</sup>Tex. Tax Code Section 26.041(i)

<sup>22</sup>Tex. Tax Code Section 26.041(d)

<sup>23</sup>Tex. Tax Code Section 26.04(c)

<sup>24</sup>Tex. Tax Code Section 26.04(c)



#### SECTION 4: Additional Rollback Protection for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Additional Rollback Protection for Pollution Control Activity	Amount/Rate
<b>49. Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>25</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>26</sup>	\$0
<b>50. 2018 total taxable value.</b> Enter the amount from Line 37 of the Rollback Tax Rate Worksheet.	\$2,587,829,538
<b>51. Additional rate for pollution control.</b> Divide Line 49 by Line 50 and multiply by \$100.	\$0/\$100
<b>52. 2018 rollback tax rate, adjusted for pollution control.</b> Add Line 51 to one of the following lines (as applicable): Line 39, Line 40 (counties) or Line 48 (taxing units with the additional sales tax).	\$0.900543/\$100

#### SECTION 5: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

Effective tax rate (Line 24; line 25 for counties; or line 46 if adjusted for sales tax)	\$0.799447
Rollback tax rate (Line 39; line 40 for counties; or line 48 if adjusted for sales tax)	\$0.900543
Rollback tax rate adjusted for pollution control (Line 52)	\$0.900543

#### SECTION 6: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the taxing unit.

**print here** Baron Sauls

Printed Name of Taxing Unit Representative

**sign here** \_\_\_\_\_

Taxing Unit Representative

\_\_\_\_\_ Date

<sup>25</sup>Tex. Tax Code Section 26.045(d)

<sup>26</sup>Tex. Tax Code Section 26.045(i)